



Huntsville Housing Authority

BOARD PACK

for

September Board Meeting

Monday, September 15, 2025

12:00 PM (CDT)

Held at:

Default Location

200 Washington Street Northeast, Huntsville, AL, USA

INDEX

Cover Page

Index

Agenda

Attached Documents:

1.1 a	September 2025 - Agenda.doc.....	7
1.4 a	July 2025- Election of Officers Minutes.doc.....	9
1.4 b	Minutes : July Board Meeting - 21 Jul 2025.....	11
2.1 a	Control Document-Assisted Housing.docx.....	16
2.1 b	Request for Board Action-NSPIRE-V- 9-15-2025 (revision).docx.....	17
2.1 c	NSPIRE-V Exhibit 1 - Carbon Monoxide Requirement Letter.pdf.....	19
2.1 d	NSPIRE-V Exhibit 2 - Smoke Alarm Notice HHA.pdf.....	20
2.1 e	NSPIRE V- Exhibit 3 - Notice Fed Reg 9-28-23.pdf.....	21
2.1 f	NSPIRE V- Exhibit 4 PIH 2023-28.pdf.....	22
2.1 g	NSPIRE V- Exhibit 5 -Notification of NSPIRE-V Inspection Standards.pdf.....	33
2.1 h	NSPIRE-V Exhibit 6 - Huntsville Housing Authority Mail - RE__External Message__Noti	34
2.1 i	NSPIRE-V - Exhibit 7 -Update on NSPIRE for HCV (06-14-24).pdf.....	36
2.1 j	NSPIRE V Exhibit 8 - Huntsville Housing Authority Mail - Outlook - External Message_Nc	38
2.1 k	NSPIRE V-Exhibit 9 -Common Fail Items.pdf.....	40
2.1 l	NSPIRE V- Exhibit 10 -HHA From NSPIRE Landlord Training - September 4 2025.pdf.....	42
2.1 m	Resolution for NSPIRE-V- 9-15-2025.doc.....	43
3.1 a	Stone Manor & Northwoods Control Document.docx.....	44
3.1 b	2024-2028 Stone Manor Storm Doord Amendment Board Action.doc.....	45
3.1 c	RESOLUTION 2024-2028 CFP Amendment-Searcy Home Storm Doors (1).docx.....	46
4.1 a	A-September 2025 Control Doc Finance with Action Items.docx.....	47
4.1 b	B-1 RBA Wellstone Inc -09-25.doc.....	48

4.1 c	B-2 Wellstone Agreement 2025.docx.....	50
4.1 d	B-3 Resolution - Wellstone Inc 2025.doc.....	58
4.2 a	C-1 September Request Board Action on Charge Offs.doc.....	59
4.2 b	4130_001.pdf.....	61
4.2 c	C-3 2025-09 Resolution for Charge-Offs- Seprmeber 2025.doc.....	62
4.3 a	D-1 YTD July 31 2025 Income Statement.pdf.....	63
4.3 b	D-2 July 31 2025 Board Explanations for September 2025 Presentation.pdf.....	65

AGENDA

SEPTEMBER BOARD MEETING



Name:	Huntsville Housing Authority
Date:	Monday, September 15, 2025
Time:	12:00 PM to 1:00 PM (CDT)
Location:	Default Location, 200 Washington Street Northeast, Huntsville, AL, USA
Board Members:	Leon Fountain (Chair), Chanda Crutcher, Larry Lowe, Shaquila Willie, Willie Williams
Attendees:	CEO Antonio McGinnis, Ashley Jones, Brittany Spencer, Carmisia Danson, Gene Leonard, Jacqueline Egbujo, Neil Andrew, Teresa Wade-Chase, Terica Pope, Turkessa Coleman-Lacey

1. September Annual Meeting

1.1 September Board Agenda

Supporting Documents:

1.1.a	September 2025 - Agenda.doc	7
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1.2 CALL TO ORDER

1.3 ROLL CALL

1.4 Confirm Minutes

Supporting Documents:

1.4.a	July 2025- Election of Officers Minutes.doc	9
1.4.b	Minutes : July Board Meeting - 21 Jul 2025	11

1.5 NEW BUSINESS

2. Assisted Housing

2.1 Agenda Item # 1

Brittany Spencer

Act on a Resolution Authorizing the Implementation of the National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program.

Supporting Documents:

2.1.a	Control Document-Assisted Housing.docx	16
2.1.b	Request for Board Action-NSPIRE-V- 9-15-2025 (revision).docx	17

Supporting Documents:

2.1.c	NSPIRE-V Exhibit 1 - Carbon Monoxide Requirement Letter.pdf	19
2.1.d	NSPIRE-V Exhibit 2 - Smoke Alarm Notice HHA.pdf	20
2.1.e	NSPIRE V- Exhibit 3 - Notice Fed Reg 9-28-23.pdf	21
2.1.f	NSPIRE V- Exhibit 4 PIH 2023-28.pdf	22
2.1.g	NSPIRE V- Exhibit 5 -Notification of NSPIRE-V Inspection Standards.pdf	33
2.1.h	NSPIRE-V Exhibit 6 - Huntsville Housing Authority Mail - RE__External Message_ _Notification of Extension of HQS, AL047_ - Copy.pdf	34
2.1.i	NSPIRE-V - Exhibit 7 -Update on NSPIRE for HCV (06-14-24).pdf	36
2.1.j	NSPIRE V Exhibit 8 - Huntsville Housing Authority Mail - Outlook - External Message_Notification of Extension of HQS, AL047 2025 - Copy.pdf	38
2.1.k	NSPIRE V-Exhibit 9 -Common Fail Items.pdf	40
2.1.l	NSPIRE V- Exhibit 10 -HHA From NSPIRE Landlord Training - September 4 2025.pdf	42
2.1.m	Resolution for NSPIRE-V- 9-15-2025.doc	43

3. DEVELOPMENT

3.1 Agenda Item # 2

Turkessa Coleman-Lacey

Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2024-2028 Capital Fund Program (CFP) and 2024 Annual Action Plan to Include Security Storm Doors at Stone Manor.

Supporting Documents:

3.1.a	Stone Manor & Northwoods Control Document.docx	44
3.1.b	2024-2028 Stone Manor Storm Doord Amendment Board Action.doc	45
3.1.c	RESOLUTION 2024-2028 CFP Amendment-Searcy Home Storm Doors (1).docx	46

4. Financial Services

4.1 Agenda Item # 4

Teresa Wade-Chase

Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Renew the Contract Agreement with Wellstone Inc. (Mental Health of Madison County) to be the Sponsor for the Special Needs Assistance Program Grant.

Supporting Documents:

4.1.a	A-September 2025 Control Doc Finance with Action Items.docx	47
4.1.b	B-1 RBA Wellstone Inc -09-25.doc	48
4.1.c	B-2 Wellstone Agreement 2025.docx	50
4.1.d	B-3 Resolution - Wellstone Inc 2025.doc	58

4.2 Agenda Item # 5

Teresa Wade-Chase

Act on a Resolution Approving Quarterly Charge-offs for the Period Ending September 30, 2025.

Supporting Documents:

4.2.a	C-1 September Request Board Action on Charge Offs.doc	59
4.2.b	4130_001.pdf	61
4.2.c	C-3 2025-09 Resolution for Charge-Offs- Seprmeber 2025.doc	62

4.3 Agenda Item # 6

Teresa Wade-Chase

Presentation of Cumulative Low-Income Housing Finance Report for Period Ended July 31, 2025.

Supporting Documents:

4.3.a	D-1 YTD July 31 2025 Income Statement.pdf	63
4.3.b	D-2 July 31 2025 Board Explanations for September 2025 Presentation.pdf	65

5. Executive Director/CEO Comments

5.1 EXECUTIVE DIRECTOR

CEO Antonio McGinnis

5.2 PUBLIC COMMENTS

5.3 COMMISSIONER COMMENTS

6. ADJOURNMENT

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.



Growing Communities One Family At A Time
For More Than 70 Years

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
September 15, 2025
12:00 P.M.

Larry Lowe
Chairman

Chanda Crutcher
Vice Chairman

Leon Fountain
Commissioner

Shaquila Willie
Commissioner

Willie Williams
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

REGULAR MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: Election of Officers and July 21, 2025

OLD BUSINESS

NEW BUSINESS

Assisted Housing

1. Act on a Resolution Authorizing the Implementation of the National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program.

Development

2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2024–2028 Capital Fund Program (CFP) And 2024 Annual Action Plan to Include Security Storm Doors at Stone Manor.

Financial Services

3. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Renew the Contract Agreement with Wellstone Inc. (Mental Health of Madison County) to be the Sponsor for the Special Needs Assistance Program Grant.
4. Act on a Resolution Approving Quarterly Charge-offs for the Period Ending September 30, 2025.
5. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended July 31, 2025.



EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT





Growing Communities One Family At A Time
For More Than 70 Years

Larry Lowe
Chairman

Chanda Crutcher
Vice Chairman

Leon Fountain
Commissioner

Shaquila Willie
Commissioner

Willie Williams
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

MINUTES

BOARD MEETING of the HUNTSVILLE HOUSING AUTHORITY JULY 21, 2025 12:00 P.M.

1. CALL TO ORDER

Chairman Fountain called the meeting to order at 12:00 p.m.

2. ROLL CALL

Chairman Fountain took the roll of the Board of Commissioners and the following commissioners were present:

Leon Fountain
Larry Lowe
Shaquila Willie – Absent
Chanda Crutcher
Willie Williams

Also present were Antonio McGinnis, Executive Director/CEO, Ashley Jones, Attorney, and several members of the HHA staff.

3. OLD BUSINESS

There was no old business to be considered.

4. NEW BUSINESS

1. Election of Officers

The Chairperson declared that pursuant to the Bylaws of Huntsville Housing Authority, it was now in order to nominate and elect a Chairman and Vice Chairman for the ensuing year.

Chairman Fountain made the motion nominating Vice Chairman Lowe as Chairman.



Commissioner Crutcher seconded that motion. Chairman Fountain asked if there were any other nominations. There being no other name in nomination, and upon affirmative vote of all members present, Vice Chairman Lowe accepted the nomination and was elected as Chairman for the ensuing year.

Vice-Chairman Lowe made the motion nominating Commissioner Crutcher as Vice Chairman. Commissioner Williams seconded the motion. Chairman Fountain asked if there were any other nominations. There being no other name in nomination, and upon affirmative vote of all members present, Vice Crutcher accepted the nomination and was elected Vice Chairman for the ensuing year.

5. EXECUTIVE DIRECTOR/CEO COMMENTS

No comments from the Executive Director/CEO.

6. PUBLIC COMMENTS

There were no public comments.

7. COMMISSIONER COMMENTS

The Board of Commissioner thanked everyone for their attendance. The Commissioners expressed their excitement on the upcoming future for Huntsville Housing Authority.

8. ADJOURNMENT

Chairman Fountain asked if there was any further business to come before the Board. There being no further business to come before the Board, the meeting was adjourned at 12:10 p.m.

Larry Lowe, Chairman

Attest

Antonio McGinnis, Secretary



MINUTES (in Review)

JULY BOARD MEETING



Name:	Huntsville Housing Authority
Date:	Monday, July 21, 2025
Time:	12:00 PM to 1:00 PM (CDT)
Location:	Default Location, 200 Washington Street Northeast, Huntsville, AL, USA
Board Members:	Leon Fountain (Chair), Chanda Crutcher, Larry Lowe, Shaquila Willie, Willie Williams
Attendees:	CEO Antonio McGinnis, Ashley Jones, Brittany Spencer, Carmisia Danson, Gene Leonard, Jacqueline Egbujo, Neil Andrew, Teresa Wade-Chase, Terica Pope, Turkessa Coleman-Lacey

1. July Annual Meeting

1.1 July Board Agenda

1.2 CALL TO ORDER

1.3 ROLL CALL

Chairman Fountain called the roll of the Board of Commissioners, and the following commissioners were present:

Leon Lowe

Larry Lowe

Shaquila Willie - Absent

Chanda Crutcher

Willie Williams

Mr. McGinnis, Executive Director/CEO, Ashley Jones, Attorney, and several members of the HHA Staff were also present.

1.4 NEW BUSINESS

2. Election of Officers

2.1 Election of Officers

3. ADJOURNMENT

3.1 Adjournment - Annual Meeting

4. Regular Meeting

4.1 July Board Meeting

4.2 CALL TO ORDER

4.3 ROLL CALL

4.4 Confirm Minutes

June Board Meeting Jun 16, 2025, the minutes were confirmed as presented.



Confirm Minutes

Approval of June 16, 2025, minutes has been transcribed and circulated during the meeting. (A copy of which is attached hereto). Chairman Fountain asked if there were any corrections, additions, changes, or deletion; there were none.

Commissioner Crutcher moved the motion to approve the June 16, 2025, Huntsville Board of Commissioners' Meeting minutes. Vice Chairman Lowe seconded the motion, and the minutes were approved by a unanimous voice vote.

Decision Date:	Jul 21, 2025
Mover:	Chanda Crutcher
Second:	Larry Lowe
Outcome:	Approved

4.5 OLD BUSINESS

4.6 NEW BUSINESS

5. DEVELOPMENT

5.1 Agenda Item # 1



Agenda Item #1

Mrs. Turkessa Coleman-Lacey, Deputy Executive Director, presented a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Lead-Based Paint. Resolution 2025-16 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Coleman-Lacey responded to questions and also provided informational specifics.

Vice Chairman Lowe moved the motion to approve Resolution 2025-16. Commissioner Williams seconded the motion, and the resolution was approved.

Decision Date:	Jul 21, 2025
Mover:	Larry Lowe
Second:	Willie Williams
Outcome:	Approved

5.2 Agenda Item # 2



Agenda Item # 2

Mrs. Turkessa Coleman-Lacey, Deputy Executive Director, presented a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend the 2022-2026 Capital Fund Program (CEP) and 2022 Annual Action Plan: Radon. Resolution 2025-17 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Coleman-Lacey responded to questions and also provided informational specifics.

Vice Chairman Lowe moved the motion to approve Resolution 2025-17. Commissioner Crutcher seconded the motion, and the resolution was approved.

Decision Date:	Jul 21, 2025
Mover:	Larry Lowe
Seconded:	Chanda Crutcher
Outcome:	Approved

5.3 Agenda Item # 3



Agenda Item # 3

Mrs. Turkessa Coleman-Lacey, Deputy Executive Director, presented a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Sell the Excess Land at Gateway Place. Resolution 2025-18 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Coleman-Lacey responded to questions and also provided informational specifics.

Vice Chairman Lowe moved the motion to approve Resolution 2025-18. Commissioner Crutcher seconded the motion, and the resolution was approved.

Decision Date:	Jul 21, 2025
Mover:	Larry Lowe
Seconded:	Chanda Crutcher
Outcome:	Approved

6. Financial Services

6.1 Agenda Item # 4

A report was given by Mrs. Tessa Wade-Chase, Director of Finance/CFO, on the Cumulative Low-Income Housing Finance Report for the Period Ended May 31, 2025.

7. Executive Director/CEO Comments

7.1 EXECUTIVE DIRECTOR

Executive Director Comments:

Executive Director expressed the great job the Deputy Executive Director has done with communicating with the Huntsville Hospital and the individuals who are trying to purchase Mahogany Row. He expressed it has been a process. It mentioned that at one point of time those were nice units but the flood mitigation and things of that nature has caused us to go in and do a deeper dive and found out that it was going to cost a lot of money than the authority anticipated. Executive Director mentioned that it is in hopes that we will have those units sold.

He expounded given kudos to the Finance team for not being able to draw down funds from the Capital Funds. He expressed that most organizations don't have funds available to access if every needed. He said that if it wasn't available we would be in a bad situation. He mentioned that HUD gave us a day in a half to complete a SEMAP audit which usually takes thirty to forty-five days to complete but we were able to finish in a day in a half receiving a score of 97%. He said that he just wanted to recognize the staff for doing what was needed to be done to complete this task in such a short notice.

Executive Director mentioned that he wants to encourage the board to use the Huntsville Housing Authority emails that has been provided due to a safety measure for the board. He mentioned that if we are every in a situation they would be able to take a look at all your personal emails and everything. He strongly encouraged to use.

Executive Director reminded the Board of Commissioners of the Annual Meeting that will take place on August 18th at the Jackson Center. He mentioned that at this meeting he will be celebrating our community partners.

Executive Director mentioned that he will be having a conversation with the RAD expert to get informational to see if it's an option for the authority. He said that even if we do not make any moves, just having a portfolio under that program is going to help us. He explained that RAD is going from a public housing platform to a Section 8 where we would be able to get higher rents. He said that it would be good to get the process started even if he we decide not to move forward. Executive Director also mentioned in detail about the Huntsville Greenway and what that looks like for the authority. He said that the greenway will still happen whether we are apart, but this would be a good opportunity to discuss redevelopment of our neighborhoods. Specifically, Searcy Homes and Lincoln Park. Executive Director said that he will continue to work with Drew and Dale to come up with our own portfolio analysis and comparing with what the city is coming up with because one of the things he wants to make sure is that our residents still have a place. He said that he doesn't want to do anything that would limit the amount of stock that we have, but if we can increase the number of units that we put on the ground, that would be powerful, and it would also give us new units. He mentioned the project that the city is doing that will impact Northwoods. He expressed that we are having conversation and meeting with individuals coming in with our residents on what could happen.

Executive Director gave an update on the curfew for the developments. He said that he hasn't had a lot of negative feedback. He said that the residents seem to appreciate it, and some do, and some don't, but this has given us the opportunity to calm the neighborhoods down, especially during the summertime. He mentions that he has had a conversation with the Field Office regarding Johnson Towers and they feel like we've stabilized the conversation that were being had and even the news people talking to our residents about the hot water. He said that we got that situation fixed and stabilized but we cannot get the new building up fast enough in Mill Creek. He mentioned that Johnson Towers is old built in 1964 so it's any other properties that has outlived its useful life. He said that hopefully in a couple of months we should see some type of movement or groundbreaking. He discussed the basketball tournament that happens on Tuesday and Thursdays.

7.2 PUBLIC COMMENTS

7.3 COMMISSIONER COMMENTS

Commissioner Comments:

Willie Williams - He said that he knows we have so many things going on but the report that we received is very encouraging although we know it's a lot of issues that need to be worked but it the staff is going full forced with resolving.

Larry Lowe - He said that he has no comments, but he appreciates the reminder of using the HHA email.

Chanda Crutcher - She knows that she'll have a formal opportunity to acknowledge the leadership and the history with the organization, but in light of the fact that we have formal elections this

morning, she wanted to just acknowledge the stellar leader he has been not just making sure internally that were proudest but the organizational integrity that he brings which is valuable.

Leon Fountain - He mentioned the community engagements that has taken place and opportunities for the residents. He discussed the shootings that took place in L.R. Patton, which was the motivator for the curfew, but he said that things have seem to quiet down and he thinks things are going pretty well. He discussed the upcoming event in the L.R. Patton developments with community partners to have a fun block party to get residents out and also get kids residents signed up for school.

8. ADJOURNMENT

8.1 Close the meeting

Next meeting: September Board Meeting - Sep 15, 2025, 12:00 PM

Signature:_____

Date:_____

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: September 15, 2025

HHA Staff Representative: Brittany Spencer, Assistant Director of Assisted Housing

Department: Assisted Housing

Board of Commissioners' Meeting (Date): September 15, 2025 at 12:00 p.m.

Board Agenda Item(s):

1. Act on a Resolution Authorizing the Implementation of the National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program.

Approved by: Antonio McGinnis / 9/15/2025
Antonio McGinnis, Sr. Date
Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Larry Lowe, Chairman Date: 09/15/2025

HHA Board Committee Member: Chandra Crutcher, Vice Chairman Date: 09/15/2025

HHA Staff Member: Brittany Spencer Date: 09/15/2025

Huntsville Housing Authority**REQUEST FOR BOARD ACTION****Act on a Resolution Authorizing the Implementation of the National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program****September 15, 2025****INTRODUCTION**

On September 29, 2023, the Department of Housing and Urban Development issued Notice PIH-2023-28, NSPIRE Administrative Procedures regarding all Housing Choice Voucher Programs. This notice explains that the National Standards for the Physical Inspection of Real Estate (NSPIRE) will replace all Housing Quality Standards (HQS) guidance issued by HUD. The Huntsville Housing Authority plans to implement these new procedures effective October 1, 2025.

PURPOSE/OBJECTIVE

The purpose of this request is to seek board approval to update the Housing Choice Voucher Administrative Plan, effective October 1, 2025, to ensure national compliance with the new affirmative requirements.

JUSTIFICATION/DESCRIPTION

The National Standards for the Physical Inspection of Real Estate (NSPIRE) aims to improve confidence in HUD's ability to keep properties in compliance by accurately assessing the condition of a unit, implementing streamlined inspection processes, and prioritizing the health and safety of residents. NSPIRE is relevant to public housing programs as well as HUD's community planning and development programs and multifamily housing programs.

Since inspection standards have not been updated for over 20 years, HUD aims to address industry concerns, modernize inspection technology, and, pursuant to congressional direction, align inspection standards across all HUD-assisted properties. The NSPIRE Standards can be accessed directly by clicking [here](#) on the NSPIRE Standards website. Additionally, a comprehensive PDF document containing the complete list of all NSPIRE Standards is available [here](#).

ATTACHMENTS

NSPIRE V – Exhibits 1 through 10

ALTERNATIVES

None

RECOMMENDATION

The Executive Director/CEO recommends the approval to update the Housing Choice Voucher Administrative Plan in accordance with the National Standards for the Physical Inspection of Real Estate (NSPIRE) effective October 1, 2025, for the Housing Choice Voucher Program.

Huntsville Housing Authority

Antonio McGinnis, Sr.

Antonio McGinnis, Sr.
Executive Director/CEO

9/15/2025
Date: _____

Brittany Spencer

Brittany Spencer
Assistant Director of Assisted Housing

9/15/2025
Date: _____



March 29, 2023

Leon D. Fountain
Chairman

Shaquila Willie
Vice Chairman

Delvin L. Sullivan
Commissioner

Chanda Crutcher
Commissioner

Larry Lowe
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

Dear Landlord:

On January 31, 2022, the Department of Housing and Urban Development announced that under certain conditions, all federally-assisted units must be equipped with carbon monoxide detector systems no later than December 27, 2022.

This requirement applies to your rental property if your unit has a fuel-fired/burning appliance(s) or an attached garage.

- **If your unit has a natural gas or propane gas stove, you are required to have a carbon monoxide detector.**
- **If your unit has a free-standing wood burning stove, you are required to have a carbon monoxide detector.**
- **If your unit has a gas heater of any kind, you are required to have a carbon monoxide detector. This includes gas furnace heat. If the heat is fueled by natural gas or propane gas, a carbon monoxide detector is required. If a heater is fueled by coal or oil, a carbon monoxide detector is required. Note: Free standing kerosene heaters are not allowed to be present in HUD assisted housing.**
- **If your unit has a natural gas or propane gas hot water heater, you are required to have a carbon monoxide detector.**
- **If your unit has a wood burning fireplace, a wood burning fireplace insert, or a wood burning, free standing heater, you are required to have a carbon monoxide detector.**
- **If your unit has a garage that is attached to the unit, you are required to have a carbon monoxide detector.**

Carbon monoxide detectors should be installed according to the manufacturer's instructions. The Consumer Product Safety Commission recommends at least one carbon monoxide detector be installed in the hallway outside the bedrooms in each separate sleeping area of the home. Carbon monoxide alarms may be installed into a plug-in receptacle or high on the wall. Hard wired or plug-in carbon monoxide alarms should have a battery backup. Combination carbon monoxide/smoke detectors are acceptable. Avoid locations that are near heating vents or that can be covered by furniture or draperies. The Consumer Product Safety Commission does **not** recommend installing carbon monoxide alarms in kitchens or above fuel-burning appliances.

Please make sure that your rental property has the required carbon monoxide detectors in order to comply with this regulation and to avoid rental assistance payments being withheld and possible termination from the Housing Choice Voucher Program. The deadline to have the required carbon monoxide detectors installed into your rental property was December 27, 2022. It is imperative that this carbon monoxide detector is installed at your earliest convenience.

We appreciate your partnership as we strive to meet the housing needs of our area.

Thank you,

Huntsville Housing Authority





*Growing Communities One Family At A Time
For More Than 70 Years*

March 29, 2023

Leon D. Fountain
Chairman

Shaquila Willie
Vice Chairman

Delvin L. Sullivan
Commissioner

Chanda Crutcher
Commissioner

Larry Lowe
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

Dear Landlord:

The Department of Housing and Urban Development has announced that a smoke detector must be installed inside each bedroom as well as outside of bedrooms in any federally-assisted unit. Battery operated smoke detectors will be sufficient.

Please have this completed by **July 1, 2023**. If there is not a smoke detector installed in every bedroom of the unit by that time, our inspectors will fail the unit and require installation within 30 days, or payment assistance will be placed on hold. On **October 1, 2023**, missing smoke detectors will be required to be installed within 24 hours or payment assistance will be placed on hold.

Thank you for your participation in the Housing Choice Voucher Program.

Sincerely,

Huntsville Housing Authority



66882

Federal Register / Vol. 88, No. 187 / Thursday, September 28, 2023 / Notices

CBPL No.	ASTM	Title
27-48	D4052	Standard Test Method for Density, Relative Density, and API Gravity of Liquids by Digital Density Meter.
27-50	D93	Standard Test Methods for Flash-Point by Pensky-Martens Closed Cup Tester.

Anyone wishing to employ this entity to conduct laboratory analyses and gauger services should request and receive written assurances from the entity that it is accredited or approved by the U.S. Customs and Border Protection to conduct the specific test or gauger service requested. Alternatively, inquiries regarding the specific test or gauger service this entity is accredited or approved to perform may be directed to the U.S. Customs and Border Protection by calling (202) 344-1060. The inquiry may also be sent to CBPGaugersLabs@cbp.dhs.gov. Please reference the website listed below for a complete listing of CBP approved gaugers and accredited laboratories. <http://www.cbp.gov/about/labs-scientific/commercial-gaugers-and-laboratories>.

James D. Sweet,

Laboratory Director, Houston, Laboratories and Scientific Services Directorate.

[FR Doc. 2023-21217 Filed 9-27-23; 8:45 am]

BILLING CODE 9111-14-P

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-6086-N-08]

RIN 2577-AD05

Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of NSPIRE Compliance Date for HCV Programs

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, Department of Housing and Urban Development (HUD).

ACTION: Notice.

SUMMARY: This notice extends the compliance date for HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) final rule for Housing Choice Voucher (HCV) and Project Based Voucher (PBV) programs until October 1, 2024. HUD is taking this action to allow Public Housing Authorities (PHAs) additional time to implement HUD's NSPIRE standards.

DATES: *Compliance Date:* Jurisdictions, participants, and grantees subject to 24 CFR parts 882, 982, and 983 are not required to comply with the changes to

these parts in the NSPIRE final rule until October 1, 2024.

FOR FURTHER INFORMATION CONTACT:

Dana M. Kitchen, Real Estate Assessment Center, Office of Public and Indian Housing, Department of Housing and Urban Development, 550 12th Street SW, Suite 100, Washington, DC 20410-4000; telephone 202-708-1112 (this is not a toll-free number), NSPIREV_AlternateInspection@hud.gov. HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit: <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

SUPPLEMENTARY INFORMATION:

I. Background

PHAs subject to the HCV and PBV programs currently use the Housing Quality Standards (HQS) for inspections, which are defined at 24 CFR 982.401. The Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for Physical Inspection of Real Estate (NSPIRE) final rule ("NSPIRE final rule") was published on May 11, 2023 (88 FR 30442). The NSPIRE final rule includes amendments to 24 CFR parts 982 and 983 effective October 1, 2023.

II. Basis for Delay of Compliance Date

HUD encourages any PHA that is ready to implement NSPIRE at their earliest convenience. However, HUD has determined that additional time is necessary for some PHAs to implement NSPIRE for HCV, PBV, and Moderate Rehabilitation (Mod Rehab) programs. This will provide PHAs with additional time to train staff, communicate with landlords and for HUD to provide additional technical resources needed for PHAs and agencies to transition to the NSPIRE standards.

III. Instructions

PHAs who wish to continue using HQS on or after October 1, 2023, must notify HUD of their intent to continue using HQS and the date on which they plan to transition to NSPIRE. This date may be no later than October 1, 2024. This notification must be sent via email to NSPIREV_AlternateInspection@

hud.gov with a courtesy copy to their Field Office representative. The email's subject line must read "*Notification of Extension of HQS, [PHA code]*" and the body of the email should include the PHA name, PHA code, a statement that HQS will continue to be used, and what date the PHA tentatively plans to implement NSPIRE (which may be no later than October 1, 2024).

If a PHA implements NSPIRE after October 1, 2023, but before October 1, 2024, the PHA must notify HUD via email to NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their Field Office representative. The email's subject line must read "*Notification of Implementation of NSPIRE, [PHA code]*" and the body of the email should include the PHA name, PHA code, a statement that the PHA will be transitioning to NSPIRE, and what date the PHA will implement NSPIRE (which may be no later than October 1, 2024).

IV. Conclusion

Accordingly, HUD revises the October 1, 2023, compliance date for the changes made to 24 CFR parts 882, 982, and 983 to October 1, 2024, at which time PHAs subject to these parts must comply with the NSPIRE final rule. Until October 1, 2024, PHAs subject to these parts may instead choose to comply with these parts as they existed prior to October 1, 2023.

Principal Deputy Assistant Secretary for Public and Indian Housing, Richard J. Monocchio, having reviewed and approved this document, is delegating the authority to electronically sign this document to submitter, Aaron Santa Anna, who is the Federal Register Liaison for HUD, for purposes of publication in the **Federal Register**.

Aaron Santa Anna,

Federal Register Liaison for the Department of Housing and Urban Development.

[FR Doc. 2023-21141 Filed 9-27-23; 8:45 am]

BILLING CODE 4210-67-P



ASSISTANT SECRETARY FOR
PUBLIC AND INDIAN HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

SPECIAL ATTENTION OF:

Regional Administrators; Directors of HUD
Regional and Field Offices of Public
Housing; Public Housing Agencies;
Property Owners participating in any
Housing Choice Voucher program.

NOTICE PIH 2023-28

Issued: September 29, 2023

Expires: This notice remains in effect until
amended, superseded, or rescinded.

Cross References:

24 CFR Parts 5, 35, 882, 982, 983
Notice PIH 2023-16
Notice PIH 2022-01
Notice PIH 2020-31
Notice PIH 2017-20
Notice PIH 2016-05
Notice PIH 2013-17

SUBJECT: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE) Administrative Procedures for the Housing Choice Voucher (HCV) Programs

1. Purpose

This notice finalizes the administrative procedures of National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs (and by reference to HQS, the Section 8 Moderate Rehabilitation Program (Mod Rehab) found in 24 CFR part 882). NSPIRE for HCV and PBV programs, referred to as NSPIRE-V during HUD's demonstration, will be effective October 1, 2023, and will replace Housing Quality Standards (HQS), as previously defined in 24 CFR 982.401, as the inspection standards for these programs. As announced in the Federal Register, "Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of NSPIRE Compliance Date for HCV Programs,"¹ HUD extended the compliance date for HCV and PBV programs until October 1, 2024. This notice applies to all Public Housing Agencies (PHAs), including Moving-to-Work (MTW) PHAs, administering Section 8 Housing Choice Voucher programs.

2. Background

On May 11, 2023, HUD published the "Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate

¹ Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of NSPIRE Compliance Date for HCV Programs, [88 FR 66882](#) (September 28, 2023)

(NSPIRE)” final rule in the Federal Register (“NSPIRE final rule”).² The NSPIRE final rule establishes a new approach to defining and assessing housing quality called the NSPIRE. NSPIRE strengthens HUD’s physical condition standards and improves HUD oversight by aligning and consolidating the inspection regulations used to evaluate “HUD housing” as defined in 24 CFR 5.701(c), across multiple programs. Implementation of the NSPIRE final rule ensures that residents of HUD housing live in safe, habitable dwellings. It also ensures that the items and components located both inside and outside, and within the units of HUD housing are functionally adequate, operable, and free of health and safety hazards. The rule also states that HUD will publish NSPIRE Standards through a Federal Register Notice at least once every three years to allow HUD to be responsive to the ever-changing public and assisted housing portfolio and evolving needs and research findings in the field.

During the first phase of implementation, HUD commenced inspections for Public Housing properties and certain Multifamily Housing NSPIRE Demonstration participants beginning July 1, 2023. As described in the final rule, NSPIRE implementation included three core notices: the NSPIRE Standards, NSPIRE Scoring, and NSPIRE Administrative Procedures notices covering the Public Housing and Multifamily Housing programs listed at 24 CFR 5.701. More information on these notices is posted at https://www.hud.gov/program_offices/public_indian_housing/reac/nspire/notices.

HUD is also issuing this Administrative Procedures notice covering the HCV and PBV (and by reference to HQS, the Mod Rehab) programs. Prior to the implementation of NSPIRE, inspections under these programs were conducted in accordance with HQS, as defined in 24 CFR 982.401. This notice informs PHAs that administer these programs of the effective date of implementation of NSPIRE, covers the new NSPIRE Standards, instructs PHAs to update their inspection standards before the compliance date of October 1, 2024, and explains any other changes to the inspection processes.

3. Effective Date

This notice provides guidance for HCV and PBV programs and implements the second phase of the NSPIRE final rule for these programs before the compliance date of October 1, 2024. While compliance is not required before that date, HUD encourages any PHA that is ready to implement NSPIRE to do so at their earliest convenience. With respect to inspections conducted on and after the implementation of NSPIRE for the programs identified above, this notice replaces all HQS guidance previously issued by HUD, including the *Housing Inspection Manual for the Section 8 Existing Housing Program, Chapter 10: Housing Quality Standards* of the 2001 Housing Choice Voucher Program Guidebook³, and HUD forms 52580 and 52580-A. HUD will issue updates to HCV guidance materials for NSPIRE later this year.

PHAs that will implement inspections using the NSPIRE Standards on or after October 1, 2023, will need to be in communication with their landlords and families regarding the upcoming changes to the inspection standards. All participating landlords and families must be notified of

² Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE), [88 FR 30442](https://www.federalregister.gov/documents/2023/05/11/2023-09442) (May 11, 2023)

³ This Guidebook is no longer in effect, but HUD recognizes that because this chapter has not been updated or superseded, it may still be in use by PHAs.

NSPIRE, what the NSPIRE Standards are, and when these changes will take effect for their inspections. To properly prepare for NSPIRE inspections, PHAs must also ensure that inspectors are trained on NSPIRE and any new software or tools they will utilize.

Please note that PHAs with units subject to HQS inspections conducted prior to the effective date identified above shall hold those units and owners subject to HUD's and the PHA's HQS administrative and enforcement policies in effect at the time of those inspections.

4. Extended Compliance Date and Notification to HUD

With this notice, and in accordance with Federal Register Notice, [88 FR 66882](#), "Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of NSPIRE Compliance Date for HCV Programs," PHAs may continue using HQS, as previously defined in 24 CFR 982.401, or other HUD-approved inspection methods as their inspection standards for up to one year, or until October 1, 2024. PHAs are highly encouraged to implement NSPIRE as soon as feasible after October 1, 2023, but must comply with NSPIRE Standards no later than October 1, 2024. Regardless of which inspection standards are used, PHAs are reminded that they must include compliance with the carbon monoxide device requirements required by Congress as of December 2022. PHAs may follow the [NSPIRE Carbon Monoxide standard](#) for additional guidance on this requirement. PHAs that opt to retain HQS can continue to utilize current HQS guidance, including HUD forms 52580 and 52580-A.

The PHA must report the decision to continue using HQS or another approved alternative standard to HUD by sending an email to NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their local Field Office representative. The email's Subject line must read "*Notification of Extension of HQS, [PHA Code]*" and the body of the email should include the PHA name, PHA code, a statement that HQS will continue to be used, and what date the PHA tentatively plans to implement NSPIRE (which may be no later than October 1, 2024). This email must be sent no later than 45 days from the issuance date of this notice.

If a PHA implements NSPIRE after October 1, 2023, but before October 1, 2024, the PHA must also notify HUD via email to NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their Field Office representative. The email's subject line must read "*Notification of Implementation of NSPIRE, [PHA code]*" and the body of the email should include the PHA name, PHA code, a statement that NSPIRE will now be used, and what date the PHA is implementing NSPIRE (which may be no later than October 1, 2024).

5. Inspectable Areas

The NSPIRE final rule defines the inspectable areas for the inspection as inside, outside, and units of HUD housing at 24 CFR 5.703:

Unit. A unit (or "dwelling unit") of HUD housing refers to the interior components of an individual unit. Examples of components included in the interior of a unit may include the balcony, bathroom, call-for-aid (if applicable), carbon monoxide devices, ceiling, doors, electrical systems, enclosed patio, floors, HVAC (where individual units are

provided), kitchen, lighting, outlets, smoke detectors, stairs, switches, walls, water heater, and windows.

Inside. Inside of HUD housing (or “inside areas”) refers to the common areas and building systems that can be generally found within the building interior and are not inside a unit. Examples of “inside” common areas may include basements, interior or attached garages, enclosed carports, restrooms, closets, utility rooms, mechanical rooms, community rooms, daycare rooms, halls, corridors, stairs, shared kitchens, laundry rooms, offices, enclosed porches, enclosed patios, enclosed balconies, and trash collection areas. Examples of building systems include those components that provide domestic water such as pipes, electricity, elevators, emergency power, fire protection, HVAC, and sanitary services.

Outside. Outside of HUD housing (or “outside areas”) refers to the building site, building exterior components, and any building systems located outside of the building or unit. Examples of “outside” components may include fencing, retaining walls, grounds, lighting, mailboxes, project signs, parking lots, detached garage or carport, driveways, play areas and equipment, refuse disposal, roads, storm drainage, non-dwelling buildings, and walkways. Components found on the exterior of the building are also considered outside areas, and examples may include doors, attached porches, attached patios, balconies, carports, fire escapes, foundations, lighting, roofs, walls, and windows.

While the above definitions include areas and components that are covered by the regulation, they are not all required to be inspected for an HCV or PBV inspection. The inspectable areas for HCV, PBV, and the Mod Rehab programs are defined at 5.705(a)(2):

The inspection requirement for the tenant-based HCV program and the unit inspection for the PBV and Moderate Rehabilitation programs only applies to units occupied or to be occupied by HCV, PBV, and Moderate Rehabilitation participants, and common areas and exterior areas which either service or are associated with such units.

6. NSPIRE Standards

While many HQS items are encompassed in NSPIRE in some way, the focus of NSPIRE is on the condition of dwelling units and prioritizing the health and safety of residents. A major change between NSPIRE and HQS is that the NSPIRE final rule removed the “Site and Neighborhood” requirement for HCV at 24 CFR 982.401(l).

Where to Find the NSPIRE Standards

The standards can be found on the [NSPIRE Standards website](#). You can also find a full list of all Standards in [one PDF](#) document attached to the NSPIRE Final Rule. HUD recognizes that the format of the NSPIRE Standards may cause confusion for HCV PHAs who are more familiar with a checklist-type form and a question-and-answer-based list. An Excel checklist has been created and will be provided on HUD’s website.

Affirmative Habitability Requirements

NSPIRE also provides for minimum, or affirmative, habitability requirements for each “area” (unit, inside, outside). The areas must meet these requirements for habitability. These affirmative habitability requirements are noted specifically in the Standards, but can also be found in 24 CFR 5.703(b), (c), and (d).

HOTMA Life-Threatening List

Under the Housing Opportunity Through Modernization Act of 2016 (HOTMA), as part of the “*Implementation of Various Section 8 Voucher Provisions*,” HUD published a list of life-threatening conditions (“HOTMA LT List”) in the Federal Register.⁴ HUD has included the HOTMA LT List in the NSPIRE Standards and this life-threatening (LT) will become mandatory for all HCV PHAs at the time of NSPIRE implementation. Previously, the list of LT deficiencies was either discretionary and up to the PHA, or PHAs were required to adopt HUD’s HOTMA LT List if they had implemented HOTMA’s initial inspection provisions (under Notice PIH 2017-20). The HOTMA LT List, published with the [final NSPIRE Standards](#) on June 22, 2023, will no longer be discretionary. In addition to being listed within the individual Standards, the HOTMA LT List can also be found separately in Table 65 of the Standards at: https://www.hud.gov/sites/dfiles/PIH/documents/6092-N-05nspire_final_standards.pdf.⁵

PHAs can still add additional items to the list of items considered LT conditions. If a PHA wishes to include additional LT deficiencies beyond the HOTMA LT List, they would need to be identified and adopted as LT into the PHA’s Administrative Plan. Any HUD-approved acceptability criteria variations that the PHA would like to identify as LT under NSPIRE, will also need to be identified and adopted as LT into the PHA’s Administrative Plan (see section 7. *Variations* of this notice).

Timelines for Correcting Deficiencies

HUD has aligned NSPIRE with HOTMA, and for the HCV programs, Life-Threatening deficiencies must be corrected within 24 hours after such notice has been provided. All other non-life-threatening deficiencies, known as *Severe and Moderate*, must be corrected within 30 days (or a PHA-approved extension) after such notice has been provided. There are some deficiencies considered *Low* that even if present in the HCV programs will result in a **pass** and would only be noted by the inspector for information purposes. If a failed deficiency (Life-Threatening, Severe, or Moderate) is not corrected within the required timeframe, the PHA must initiate Housing Assistance Payment (HAP) Contract enforcement, which can include withholding or abatement of assistance payments, terminations, or relocations.

Scoring

The NSPIRE Scoring Notice does not apply to the programs covered in this notice. HCV, PBV, and Mod Rehab inspections are not numerically scored and NSPIRE retains pass/fail indicators. Pass inspections require no further action by the PHA, family, or landlord. Fail inspections will require follow-up, re-inspections, or verification to confirm the correction of the failed

⁴ Housing Through Modernization Act of 2016: Implementation of Various Section 8 Voucher Provisions, [82 FR 5458](#)

⁵ National Standards for the Physical Inspection of Real Estate: Inspection Standards, [88 FR 40832](#).

standards.⁶ Each individual NSPIRE Standard indicates whether a deficiency would result in a pass or fail for the unit under the HCV programs.

Self-Inspections

24 CFR 5.707 exempts landlords participating in HCV, PBV, and Section 8 Mod Rehab programs from any self-inspection requirements.

Lead-Based Paint Hazards, Mold and Moisture, and Pest Infestations

As discussed in the [NSPIRE Administrative Procedures Notice](#) applicable to Public Housing and Multifamily Housing programs, HUD allows flexibility for what is considered an appropriate correction for lead-based paint, mold and moisture, and pest infestations within 24 hours. All these conditions may take a significant time to permanently control. PHAs may consider this language in considering corrections made by property owners/landlords. For lead-based paint and the programs covered in this notice, PHAs and owners shall continue to comply with the requirements and timelines in 24 CFR Part 35 Subpart M—Tenant-Based Rental Assistance, and Subpart H—Project-Based Assistance. PHAs and owners are reminded that any deteriorated paint in target housing, or other lead-based paint hazard identified through a lead-based paint risk assessment or lead-based paint inspection is considered a violation of HQS and the NSPIRE Standards. For the tenant-based programs, Subpart M applies to units where a child under age 6 resides or is expected to reside, common areas that service that unit, and exterior painted surfaces associated with that unit or common areas. For project-based programs, Subpart H applies to assisted units and common areas of the property regardless of whether a child under age 6 resides or is expected to reside in the unit. The NSPIRE final rule did not alter any of the lead-based paint requirements in Part 35 for these programs.

7. Variations

NSPIRE does not alter the existing flexibilities that allow PHAs to propose, for HUD approval, acceptability criteria variations. 24 CFR 5.705(a)(3) (formerly found at § 982.401(a)(4)), states that HUD may approve variant inspection standards for the HCV and PBV programs.

After a PHA's implementation of NSPIRE, previous variation approvals under HQS that do not align with NSPIRE Standards must be re-reviewed by HUD. PHAs must determine if any previously approved variation they wish to continue is now a variation of the NSPIRE Standards just as they did under HQS acceptability criteria. If the PHA determines the need for a variation still exists, they must submit a request to HUD as described below. If the PHA is unable to make the determination or unsure whether or not a variation aligns with NSPIRE, they are welcome to submit these as requests for HUD determination as well.

Please note, NSPIRE will no longer allow for the use of unvented, fuel-burning space heaters because of the risk of carbon monoxide exposure. For PHAs that continue to use HQS for inspections on or after October 1, 2023, and currently have a HUD-approved variation allowing the PHA to approve the use of unvented, fuel-burning space heaters, this approval will be

⁶ Verification can include photos (Notice PIH 2013-17: *Housing Choice Voucher (HCV) Program – Review of Existing HQS Requirements and the Use of Photos to Improve HQS oversight*) or remote video (Notice PIH 2020-31: *Remote Video Inspections for Housing Choice Voucher Program*) in accordance with PHA Policy.

rescinded effective January 1, 2024. PHAs must provide all owners and currently assisted families with a written notice, no later than November 1, 2023, that such space heaters must be removed and replaced with an appropriate heating source as soon as possible, but no later than December 31, 2023. For any initial inspection that occurs on or after October 1, 2023, PHAs may not execute a new Housing Assistance Payments (HAP) contract for a unit with an unvented, fuel-burning space heater. The owner must provide an appropriate heating source prior to HAP contract execution. During any scheduled periodic inspection that occurs between October 1, 2023, and December 31, 2023, the presence of an unvented, fuel-burning space heater must be cited, and the owner must remove and replace it with an appropriate heating source no later than December 31, 2023. The owner must also ensure that if there is no carbon monoxide device in the unit, one must be installed within 24 hours, in accordance with statutory requirements. For inspections that occur on or after January 1, 2024, the presence of an unvented, fuel-burning space heater will be considered a failed item under HQS that the owner must correct in accordance with regulatory requirements and PHA-established timeframes. If the owner doesn't correct the deficiency within the required timeframes, the PHA must abate HAP and enforce the owner obligations in accordance with program requirements in 24 CFR 982.404.

PHAs that wish to apply for approval of variant inspection standards from the NSPIRE Standards must email REAC at NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their Field Office representative.

The Subject line of the email should read “*Variation Request, [PHA Code]*”

Requests for variations should include the following:

- a. Name and Code of the PHA requesting the variation.
- b. The variation requested or the current standard requested to be modified.
- c. The local condition or housing code that supports the request.⁷
- d. Justification for approval:
Whether the variation meets or exceeds the performance requirements under NSPIRE, or
How the variation will significantly expand housing opportunities for families.

HUD expects these determinations to be made in approximately 30-45 days. PHAs should continue business as usual while HUD makes these determinations. Any approved variations must be added to the PHA's Administrative Plan. If the PHA is denied the use of a variation, the PHA must revise its inspection protocol to meet the NSPIRE Standards before October 1, 2024.

This variation process is not intended to include any individual determinations of a reasonable accommodation.⁸ PHAs maintain their responsibility to review all reasonable accommodation requests made by an individual with a disability. These requests are made on a case-by-case basis and do not involve overall changes or variations to a PHA's inspection standards. Therefore, these determinations are made by the PHA and would not involve HUD approval under this variation process.

⁷ Local conditions or housing codes may have been imposed by a court or administrative order or by a voluntary legal agreement.

⁸ In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act.

8. NSPIRE Processes and Procedures

NSPIRE did not change elements of the program already established in the Housing Opportunity Through Modernization Act of 2016 (HOTMA), or any of the HCV and PBV regulations on inspection timing or protocols.

Different Types of Inspections

PHAs are still required to conduct three types of inspections in accordance with HCV program guidance: initial, periodic (at least biennially, or at least triennially for small rural PHAs), and special (which includes tenant-requested/complaint inspections and quality control) inspections. NSPIRE makes no changes to this for the HCV programs.

Units under a PBV HAP Contract⁹ continue to be subject to all turnover inspections for new families moving in and a random sampling of at least 20 percent of the contract units for periodic NSPIRE inspections. Like HCV, the random sample must be done at least biennially, or at least triennially for small rural PHAs.

Mod Rehab units under Contract are still subject to inspection at least annually in accordance with 24 CFR 882.516.

Entity Conducting Inspections

NSPIRE aligns the inspection standards of different HUD programs but does not change the entity responsible for conducting the inspections. PHAs, any approved alternative inspection method entity per 24 CFR 982.406, or in the case of PHA-owned units, a HUD-approved independent entity, will continue to inspect HCV, PBV, and Mod Rehab units.

NSPIRE Enforcement

The PHA may continue to exercise any of its rights or remedies under the contracts held with landlords and families. This may include abatement of assistance payments to the landlord, termination of the HAP Contract, or potential termination of assistance to the family (in cases of tenant-caused damages).

PHA Policy

In any matter where a PHA has the discretion and elects to use its discretion, its Administrative Plan must be revised and updated. PHAs should also note that in accordance with 24 CFR 982.54, inspection performance standards and procedures for conducting inspections must be included in the Administrative Plan. If these changes to the Administrative Plan meet the PHA's definition of a Significant Amendment to the PHA Plan, the PHA will also need to amend the PHA Plan in accordance with 24 CFR 903.21.

9. Special Housing Types (24 CFR Part 982 Subpart M)

NSPIRE makes no substantive changes to subpart M, Special Housing Types other than to update the definition of HQS. Housing that meets NSPIRE's affirmative habitability standards (24 CFR 5.703(d)) can be considered eligible for HUD assistance. Unless specifically modified

⁹ See 24 CFR 983.103(a) & (b) for information on inspections prior to executing a PBV HAP Contract.

by subpart M, NSPIRE Standards will apply to these special housing types (Single Room Occupancy, Congregate Housing, Group Homes, Shared Housing, Manufactured Homes, Homeownership units).

10. Alternative Inspection Methods

NSPIRE did not alter existing flexibility for PHAs to rely on alternative inspection methods. In accordance with 24 CFR 982.406, PHAs may utilize inspections of housing assisted under the HOME program, housing financed using Low-Income Housing Tax Credits (LIHTC), inspections conducted by HUD/REAC, or alternative methods otherwise approved by HUD¹⁰ to comply with inspection requirements. Any alternative inspection method that is not HOME, LIHTC, or otherwise conducted by HUD, will need HUD review and approval.

After a PHA's implementation of NSPIRE, previous alternative inspection methods approved by HUD must be re-analyzed by the PHA against NSPIRE Standards and resubmitted to HUD for review and approval. PHAs that wish to rely on an alternative inspection method requiring HUD approval must be sent to REAC via email at NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their Field Office representative.

The Subject line of the email should read “*Alternative Inspection Method, [PHA Code]*”

Requests for alternative inspection methods should include the following:

- a. Name and Code of the PHA requesting the alternative method.
- b. A copy of the method being proposed.
- c. The PHA's analysis showing how the method will meet or exceed all NSPIRE Standards.

HUD expects these determinations to be made in approximately 30-45 days. PHAs should continue business as usual while HUD makes these determinations. Any approved alternative inspection methods, including those already approved by regulation, must be identified in the PHA's Administrative Plan.¹¹ If the PHA is denied the use of an alternative inspection method requested, the PHA must revise its inspection protocol to meet the NSPIRE standards before October 1, 2024.

11. Updated NSPIRE Inspection Form

PHAs continuing to use HQS as previously defined can continue to use HUD forms 52580 and 52580-A until they implement NSPIRE, or until October 1, 2024, whichever is sooner. PHAs that implement NSPIRE should not use these forms. In the interim, HUD strongly encourages PHAs to use the NSPIRE inspection app as soon as it becomes available. Use of this tool will allow PHAs to automate the inspection, have data available electronically, and perform data analysis for trends in conditions or landlord compliance. PHAs may also utilize the NSPIRE Standards available online, use an application provided by a commercial vendor that is based on final NSPIRE Standards (currently 3.0), or the basic checklist that will be provided on HUD's website. HUD notes that the use of a tool or application not provided by HUD may not ensure full compliance with the NSPIRE regulations and standards. It will be the PHA's responsibility to comply with current standards.

¹⁰ See 24 CFR 982.406, 24 CFR 5.703(g), and Notice PIH 2016-05.

¹¹ See 24 CFR 982.406 for additional information.

HUD is seeking ongoing feedback on the Excel checklist provided and the application when it is ready for use. Any comments or suggestions PHAs have on these tools can be sent to NSPIRE@hud.gov (please use the Subject line “*NSPIRE Tool Feedback*”).

12. Use of Software or NSPIRE Inspection Tool

Currently, HUD’s NSPIRE-V Demonstration application is available for PHAs participating in the NSPIRE-V Demonstration and will continue to be available for those PHAs. The app currently utilizes NSPIRE Standards 2.2 but can continue to be used by these Demonstration PHAs while they come into full compliance with NSPIRE before October 1, 2024. This software needs modification to be available for general use, as it was designed to collect and transmit HCV and PBV inspection information to HUD. The NSPIRE final rule does not change any requirements for PHAs to submit their HCV or PBV inspections to HUD.

HUD will provide a future application that PHAs and PHA inspectors can use on their mobile devices or tablets for the HCV and PBV programs. This tool will be aligned with the NSPIRE standards and will include HCV pass/fail indicators to help ensure consistent and accurate inspections. HUD has also been working with industry groups and software providers to get their programs ready for the NSPIRE standards. PHAs can choose to use the tool, software, or application that works best for them and their program, as long as the tool is based on the latest version of the NSPIRE Standards (currently 3.0).

13. Training

HUD has developed training that includes a combination of PowerPoint presentations, infographics as well as instructional videos that are posted on the NSPIRE website. As we move toward implementation for HCV and PBV programs, additional training will be made available. For more information on NSPIRE, visit the NSPIRE homepage. Questions regarding training can be sent to NSPIRE@hud.gov.

14. Additional Information

Questions about this notice? Please contact Dana M. Kitchen, Real Estate Assessment Center, Office of Public and Indian Housing, Department of Housing and Urban Development, 550 12th Street SW, Suite 100, Washington, DC 20410-4000, telephone number 202-708-1112 (this is not a toll-free number), NSPIRE@hud.gov.

HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

Please also see HUD’s continually growing NSPIRE website.¹² HUD will post frequently asked questions, resources for all interested parties, updates to NSPIRE, and training for PHAs.

¹² See HUD’s NSPIRE website at: https://www.hud.gov/program_offices/public_indian_housing/reac/nspire.

In between NSPIRE inspections, HUD continues to encourage residents to quickly report hazards or defects in building systems, fixtures, appliances, or other parts of the unit, the grounds, or related facilities to their landlord, property owner, manager, PHA contact, or PHA Board of Commissioners (as applicable). PHAs should also keep residents informed of the status of residents' requests and ensure that properties are maintained in accordance with the NSPIRE regulations and Standards.



Richard J. Monocchio
Principal Deputy Assistant Secretary
Office of Public and Indian Housing



December 20, 2023

Leon D. Fountain
Chairman

Shaquila Willie
Vice Chairman

Chanda Crutcher
Commissioner

Larry Lowe
Commissioner

Willie Williams
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

Dear Housing Choice Voucher Landlord/Tenant:

The Huntsville Housing Authority would like to inform our landlords and families of upcoming changes to the inspection standards. On September 29, 2023, the Department of Housing and Urban Development issued Notice PIH-2023-28, NSPIRE Administrative Procedures for the Housing Choice Voucher Programs.

This notice explains that the National Standards for the Physical Inspection of Real Estate (NSPIRE) will replace all Housing Quality Standards (HQS) guidance issued by HUD. The Huntsville Housing Authority plans to implement these new procedures effective October 1, 2024.

Where to Find the NSPIRE Standards?

Attached is the NSPIRE HCV/PBV Inspection Checklist for your reference. The standards can also be found on the [NSPIRE Standards website](#). You can also find a full list of all Standards in [one PDF](#) document attached to the NSPIRE Final Rule.

Other Important NSPIRE Information

The Smoke Alarm standard does not currently require that smoke alarms have a sealed battery. However, effective December 29, 2024 (effective date of the Public and Federally Assisted Fire Safety Act of 2022), sealed batteries will be required.

As of January 1, 2024, NSPIRE will no longer allow the use of unvented, fuel-burning space heaters because of the risk of carbon monoxide exposure. Please Note: The current Huntsville Housing Authority Administrative Plan does not allow unvented, primary or supplemental heating that burns gas, kerosene, or oil.

We appreciate your partnership as we strive to meet the housing needs of our area.

Sincerely,

Brittany Spencer
Assistant HCV Director
Huntsville Housing Authority





Brittany Spencer <bspencer@hsvha.org>

RE: <External Message> "Notification of Extension of HQS, AL047"

1 message

NspireV_AlternateInspection <NspireV_AlternateInspection@hud.gov>

Wed, Jan 3, 2024 at 10:06 AM

To: Turkessa Coleman <tcoleman@hsvha.org>

Cc: BIR PIH Mailbox <BIRPIHMailbox@hud.gov>, "tmcginnis@hsvha.org" <tmcginnis@hsvha.org>, "cdanson@hsvha.org" <cdanson@hsvha.org>, Brittany Spencer <bspencer@hsvha.org>, NspireV_AlternateInspection <NspireV_AlternateInspection@hud.gov>

Good morning, Turkessa. Thank you for your email.

We will consider this your notification to HUD of your intent to continue to use HQS for Voucher programs at **AL047** until you implement NSPIRE on October 1, 2024.

Please note that you will be required to notify us again if you implement NSPIRE sooner than planned.

Both the Federal Register Notice that extended the compliance date and the more detailed PIH Notice with Administrative Procedures for the Voucher programs are linked from this site: [NSPIRE Official Notices and Proposed Rules | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#) Also, our new Excel Tool is available for your use and has posted to the NSPIRE site: [National Standards for the Physical Inspection of Real Estate \(NSPIRE\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#). More information will be posted or sent as it is made available.

Thank you!

Dana Kitchen

Program Analyst-REAC

From: Turkessa Coleman <tcoleman@hsvha.org>

Sent: Friday, December 22, 2023 12:59 PM

To: NspireV_AlternateInspection <NspireV_AlternateInspection@hud.gov>

Cc: BIR PIH Mailbox <BIRPIHMailbox@hud.gov>; tmcginnis@hsvha.org; cdanson@hsvha.org; Brittany Spencer <bspencer@hsvha.org>

Subject: <External Message> "Notification of Extension of HQS, AL047"

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PHA Name: Huntsville Housing Authority (HHA)





PHA Code: AL047

For the purposes of sufficient training and software preparation, HHA has determined that we will continue using Housing Quality Standards (HQS) through September 30, 2024. HHA will fully transition to NSPIRE-V October 1, 2024.

Please feel free to contact me if you have any questions.

Thanks

Turkessa Coleman Lacey
Deputy Executive Director
Huntsville Housing Authority

 tcoleman@hsvha.org
 (256) 532-5623
 200 Washington St. NE
Huntsville, AL 35801
 hsvha.org

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OFFICE OF PUBLIC & INDIAN HOUSING

June 14, 2024

I would like to provide an update on the implementation of the National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs, or “NSPIRE-V.” We have heard from many agencies that implementing NSPIRE with so many other new HUD regulatory requirements has been challenging, and that they are concerned they will not be able to meet the compliance deadline of October 1, 2024. **In response to these reasonable concerns and our desire to implement new requirements effectively, I will issue an extension to the compliance date for NSPIRE-V for one year, until October 1, 2025.**

PIH will re-issue the original NSPIRE-V notice with updated information in light of the extension. HUD published the original [NSPIRE HCV Administrative Procedures notice](#) on September 29, 2023. PHAs should also watch for an announcement in the Federal Register once the HCV extension is final.

This email provides highlights of the extension that will be clarified in the Federal Register and updated HCV Administrative Procedures notice in the coming weeks.

Housing Quality Standards Extension

- The original NSPIRE HCV Administrative Procedures notice provided information about implementing the NSPIRE inspection protocol and announced additional time for PHAs to retain the previously defined Housing Quality Standards (HQS) as their inspection standard until October 1, 2024. The re-issued notice will articulate actions PHAs can take to meet the new compliance extension date of October 1, 2025. This notice will be published in the coming weeks.
- It is important for PHAs to note that the NSPIRE Standard for [Carbon Monoxide Alarms](#) will still apply during this extension, because it implements Congressional requirements already in effect.
- Soon, HUD will update the [NSPIRE Smoke Alarm standard](#) to implement the requirements enacted in the Consolidated Appropriations Act, 2023, for either hard wired or sealed, 10-year batteries smoke alarms. PHAs will be required to be in compliance with this new standard before December 23, 2024, even if they are still under the previously defined HQS standard.
- The Visual Assessment Standard for Potential Lead-Based Paint Hazards still applies, as NSPIRE did not revise the existing requirements under 24 CFR Part 35 Subparts M ([Tenant-based Rental Assistance](#)) and H ([Project-based Assistance](#)).
- PHAs that have existing approvals for acceptability criteria variations will still need these approvals reviewed by HUD, but this deadline is extended to before October 1, 2025. All current acceptability criteria variations and alternate inspection methods can remain in place until HUD completes the review unless they included approval of fuel-burning space heaters. Approval of their use as a variation concluded on January 1, 2024. PHAs with questions on variations can email NSPIREV_AlternateInspection@hud.gov.

Helping PHAs Implement NSPIRE

HUD has developed training that includes a combination of PowerPoint presentations, infographics as well as instructional videos that are posted on the [NSPIRE website](#). The latest training for the HCV program on the [HUD Exchange](#), includes video demonstrations of how to inspect items under NSPIRE. For more information, visit the [NSPIRE homepage](#) and sign up for the mailing list to be alerted to new trainings and technical assistance products. Questions can be sent to NSPIRE@hud.gov.

We all have vital roles to ensure HUD residents live in safe homes. We appreciate your partnership and diligence as we implement NSPIRE-V for the Housing Choice Voucher program. Thank you for your tireless effort to improve the lives of the families we serve each day.

Many thanks,



Richard J. Monocchio
Principal Deputy Assistant Secretary
Office of Public and Indian Housing

RE: <External Message> "Notification of Extension of HQS, AL047"

NspireV_AlternateInspection <NspireV_AlternateInspection@hud.gov>

Fri 8/23/2024 10:02 AM

To: Brittany Spencer <bspencer@hsvha.org>

Cc: BIR PIH Mailbox <BIRPIHMailbox@hud.gov>; Antonio McGinnis <tmcginnis@hsvha.org>; Carmisia Danson <cdanson@hsvha.org>; Teresa Wade <twade@hsvha.org>; NspireV_AlternateInspection <NspireV_AlternateInspection@hud.gov>

Hi Brittany. Thanks for your follow up email on this. It is appreciated!

We have noted our records that **AL047** plans to delay implementation for voucher programs until the new compliance date of **October 1, 2025**. Please note that if you do implement NSPIRE any earlier than October 1, 2025, you are required to notify HUD. Please email us again at NSPIREV_AlternateInspection@hud.gov if your plans change and you implement early.

Our Excel Tool/Inspection Checklist is available for your use and is posted on the NSPIRE homepage: [National Standards for the Physical Inspection of Real Estate \(NSPIRE\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

Also, NSPIRE Notices, including the Administrative Procedures for Voucher Programs PIH Notice, and any revisions and updates, can be found here: [NSPIRE Official Notices and Proposed Rules | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

Training for HCV Inspectors has been updated and is posted to HUD Exchange here: <https://www.hudexchange.info/programs/public-housing/nspire-standards-how-to-inspect/>.

More information will be sent via email or posted to HUD's [NSPIRE site](#) as it is made available.

Thank you!

Dana Kitchen**Program Analyst-REAC**

From: Brittany Spencer <bspencer@hsvha.org>**Sent:** Thursday, August 8, 2024 6:58 PM**To:** NspireV_AlternateInspection <NspireV_AlternateInspection@hud.gov>**Cc:** BIR PIH Mailbox <BIRPIHMailbox@hud.gov>; tmcginnis@hsvha.org; cdanson@hsvha.org; Teresa Wade <twade@hsvha.org>**Subject:** <External Message> "Notification of Extension of HQS, AL047"

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PHA Name: Huntsville Housing Authority (HHA)

PHA Code: AL047

For the purposes of sufficient training and software preparation, HHA has determined that we will continue using Housing Quality Standards (HQS) through September 30, 2025. HHA will

fully transition to NSPIRE-V October 1, 2025.

Please feel free to contact us if you have any questions.

Brittany Spencer

ASSISTANT HCV DIRECTOR

📞 256-532-5642
✉️ bspencer@hsvha.org
📍 P.O. Box 486
Huntsville, AL 35804





Most Common NSPIRE-V/HCV Fail Items

While this compilation doesn't aim to encompass the entire NSPIRE protocol as it relates to the HCV, it highlights the common issues leading to unit failure. Consulting this list before your inspection enhances your chances of successfully passing an NSPIRE Unit Inspection. It's important to note the listed items may be identified not only within the unit but also inside the building or common spaces accessible to residents.

Will My Unit Pass?		Yes	No
Fire Safety	Smoke detector(s) installed in all needed locations?		
	Carbon Monoxide detector installed if needed?		
	Sprinklers have nothing stored within 18" of head (no damage, trim ring present)?		
	Fire extinguisher (if provided) present, tagged, charged?		
	Flammable material not stored within 3' of fuel burning device or heater?		
	Egress: Exterior doors, bedroom window/door are fully accessible?		
Electrical/Utility	Outlets covers in place and all outlets properly wired/grounded?		
	GFCI protection noted where needed?		
	Electrical: Knockouts present, no ½" gap, sheathing intact, no foreign material used in repairs?		
	Water heater - TPR is correct material, slope and length?		
	Water heater – Flue correctly aligned?		
	Heating is permanent, self-fueled, operates and can maintain 68 degrees?		
Door	Cooling (if provided) functions as designed?		
	Lighting: All lights operate and securely attached?		
	Fire doors are not propped opened or damaged (all hardware operates)?		
Kitchen/Bath	Garage door operates correctly including auto opener (if equipped)?		
	Entry door operates as designed/locks and weatherstripping has no large gaps?		
	Range: All burners/oven operates (nothing missing)?		
	Sink/Shower/Tub does not leak/drip and operates as designed?		
	Toilet is not loose (including seat) and flushes/fills correctly?		
	Ventilation: Bathroom is vented? Kitchen vent/filter is present and clean?		
General	Refrigerator functions as designed and all shelves/drawers/gasket intact?		
	Grab bar (if present in bathroom) isn't loose?		
	Infestation: Unit is free from any evidence of infestation?		
	Dryer vent free from damage and correct material?		
	Mildew: Unit has no mold/mildew noted?		
	Call-For-Aids (if equipped) are not blocked, tied short and function correctly?		
	Sharp edges: Unit is free of all property owned sharp edges?		
	Rails are grippable and present on entire flight of stairs and balcony/elevated surfaces?		
Outside	Windows are intact, operable, lockable and with undamaged screens?		
	Walls/Ceilings are free from holes larger than 2 inches?		
	Paint: No damaged or peeling paint noted (pre-1978 only)?		
	Walls are free of missing/rotted sections and penetrating holes?		
	Dryer vent is not blocked or clogged?		
	Gutters/Soffit: Gutters/downspouts intact and soffit/fascia is free of penetrating holes?		
	Lighting is present and functioning?		
	Electrical/Outlet covers and knockouts in place and outlets wired/grounded and GFCI protected?		
	Rails are grippable and present on 4+ steps and balcony/elevated surfaces?		
	Paint: No damaged or peeling paint noted (pre-1978 only)?		
	Sharp edges no broken glass or other sharp issues on/near walkways?		
	Address sign is present and legible?		
Inside	Parking/Drive/Walkway are free of ¾" tripping issues (and no 4" deep potholes in parking)?		
	Fences that provide safety/security don't have large holes, falling sections or inoperable gates?		
	Fire Extinguishers (if provided on the exterior) are present, tagged, charged?		
	Exit sign is unlit, loose or inoperable?		
	Aux light is inoperable?		
	Trash chute is clogged or self-closing door doesn't work correctly?		
	Elevator is uneven, inoperable, safety reverse inoperable or certificate is expired/not available?		



UNITS

Smoke detector Required on each level of the home, within 21' of every bedroom door and within each bedroom. If installed on wall, must be between 4" and 12" from ceiling. If ceiling mounted, must be at least 4" from wall. Detector must be not "near" (within 3') a window, exterior door, HVAC register, fan, etc. and not within 10' of stove/range.

Carbon Monoxide detector Required near bedroom doors if unit is equipped with fuel burning device or has an attached garage.

Sprinkler head Check for stored items within 18 inches of any head as well as significant paint or other foreign material covering head. Review each head for loose/missing escutcheon as well as corroded or damaged assemblies.

Fire extinguisher (property owned) Check to confirm the extinguisher is installed on hook/bracket (if so equipped), inspection tag date is current, and unit is properly charged.

Flammable material Gas, oil, propane, etc. is not allowed within the apartment. Additionally, combustible/flammable items must be kept at least 36 inches from fuel burning water heater/furnace and electric/gas wall heaters.

Egress Ensure the bedroom has 2 distinct unobstructed points of egress (door and window). Additionally, check that the entry doors (front and rear) open fully.

Outlets 3 prong outlets should be checked using an outlet tester, for proper grounding and correct polarity.

GFCI Using a GFCI tester to verify all required locations are protected. GFCI protection must be available at **ALL** outlets within 6' of a water source (sink, tub, washing machine, etc.).

3 Exceptions:

1) Dedicated outlets used or designed for use by a major appliance (fridge, stove, washing machine, etc.) – "dedicated" means the outlet isn't available for another device

2) Outlets technically in a different room

3) Outlets beneath the countertop & inside an enclosed cabinet

Electrical wire All wiring must be "protected" either by conduit or by the Romex jacketing/sheathing (if sheathing is stripped too far on electrical Romex, this is a citable defect).

Water heater | TPR discharge pipe The TPR discharge pipe MUST be constructed of an "approved material". Additionally, the length must not be closer than 2" but no greater than 6" from the floor/pan (or to the exterior). Additionally, the discharge line must not have any "upward" slope.

Water heater | Misaligned flue Must have positive upward slope, be properly aligned and have no tape covering gaps or holes.

Heating Unit must be equipped with a permanently installed, self-fueled heater and must have the ability to maintain 68 degrees in all living spaces (no ventless heaters permitted).

Cooling If provided by landlord, cooling system must function.

Lighting All lights must function and be securely attached and be permanently mounted in the kitchen and bathroom.

Fire doors Any door that is fire rated (evidence of tag or fire plug) must be in near perfect condition (hardware, weatherstripping, surface, etc.). Also, important to note; no fire door can be propped open (no kickstand or wedges allowed). Magnetic closers activated by the fire alarm are the exception.

Entry doors Must function as designed (latch, lock, etc.) with no penetrating holes noted and no gap in the weatherstripping larger than ¼ inch.

Garage doors Hardware must function (including auto openers if equipped) and no penetrating holes noted.

Range Ensure all burners/over produce heat and all components (knobs, drip pans, etc.) are present.

Sink/Shower/Tub Check for leaks, steady drips, missing or loose handles and faucets functions as designed (also check to ensure tub isn't more than 50% 'discolored').

Toilet Ensure toilet flushes, fills, shuts off correctly and bowl and seat aren't loose or damaged.

Ventilation Bathroom must have venting (mechanical or operable window). Within kitchen, if venting is provided ensure the filter is present and clean.

Refrigerator All shelves, drawers, handles and gaskets must be free from damage that impacts their function.

Grab bar If installed within bathroom the grab must not be loose

Infestation Any evidence (eggs, dropping, etc.) of roaches, bed bugs or mice needs to be addressed.

Dryer vents White plastic flex venting is not allowed for dryer venting. Additionally, ducting that is "kinked", ripped, damaged or disconnected is a defect.

Mold/Mildew More than 4sq inches of mildew (cumulative per room) should be addressed.

Call-For-Aid If equipped, ensure the cords are no more than 6" from floor and not blocked by furniture.

Sharp edges Review all windows, bathroom mirror, toilet lid (and any other property owned items) for broken and sharp edges.

Rails Ensure all steps of 4 or more have grippable handrails that are installed between 28" and 42" high and run continually from the first riser to the last.

Windows Check all window screen to ensure they are present and have no damage greater than 1". All windows must be operable (open and stay open), free of cracks/damage and lockable using an attached lock.

Walls/Ceiling Holes larger than 2" are not permitted. Ensure ceiling has no deflection or sagging.

Paint (pre-1978) Damaged paint (peeling, bubbled, scratched, rubbed, etc.) on any surface (walls, windowsill, handrail, door frame, etc.) should be eliminated if children under the age of 6 (or pregnant women) are expected to reside.

INSIDE (Common Areas)

All the same as "Units" plus...

Exit signs If provided, exit signs must be lit for 90 minutes in case of power loss. Signs must not be loose as well as testing the internal battery by holding the "Test" button for 30 seconds.

Auxiliary lights All auxiliary light should be checked to confirm proper operation (bulbs and battery).

Elevator Each elevator should operate, be within ¾" height difference of floor, safety reverses must function and have current certificate available.

Trash chute Chute must be clear and doors must self-close

OUTSIDE

Walls Walls that are not weathertight or sections that are missing (or any penetrating holes) should be addressed.

Dryer vents blocked or clogged Lint or even purposely blocked by the resident to prevent air infiltration in cool weather.

Gutters/Soffit Gutters should function correctly, and soffit/fascia should be free of loose sections or penetrating holes.

Lighting Lights should be present and functioning.

Electrical/Outlet Wiring must be "protected" by conduit or Romex jacketing. Ensure all knockouts are in place and no foreign material used in repair. Ensure all outlets are GFCI protected.

Rails Ensure all steps of 4 or more have grippable handrails that are installed between 28" and 42" high and run continually from the first riser to the last. Additionally, any elevated walking surfaces 30+ inches in height should be protected by a guardrail.

Damaged paint (pre-1978) Any damaged paint (peeling, bubbled, scratched, rubbed, etc.) should be eliminated.

Sharp edges Broken glass or other damaged items creating a sharp edge within a walking area should be removed.

Address sign Address should be readily visible.

Parking/Drive/Walks Free from ¾" unevenness and ensure potholes 4" or more in depth are corrected.

Fences Any fence that provides safety/security must not have large holes, falling sections or inoperable gates

Fire extinguisher (property owned) Check to confirm the extinguisher is installed on hook/bracket (if so equipped), inspection tag date is current, and unit is properly charged.

HQS to



HQS to NSPIRE-V Landlord Inspection Training

The Huntsville Housing Authority (HHA) is transitioning from the Housing Quality Standards (HQS) to the new NSPIRE Inspection Standards in the upcoming future. To support this transition, we will be hosting an informational training session for our HCV Landlords.

KEY DETAILS:

- Provide a brief overview of NSPIRE
- Compare HQS and NSPIRE
- Visual training: 13 steps to NSPIRE
- Questions and Answers (Q&A)

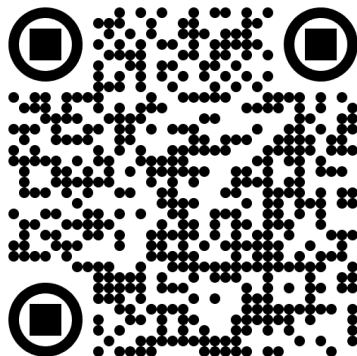


Register Now at No Cost - Limited Seating Available

Registration Deadline: August 28, 2025

We encourage all HCV Landlords to attend in order to stay informed and prepared for this transition.

Thursday September 4, 2025 | 2:00 pm - 5:00 pm



REGISTER HERE

Meeting Location:

North Huntsville Public Library
Community Room (132)
3011 Sparkman Drive NW
Huntsville, AL 35810

Questions? Comments? Contact: bspencer@hsvha.org

Training conducted by Ozark Housing Development, Inc. (OHDI)
This training event is sponsored by the Huntsville Housing Authority. The Huntsville-Madison County Public Library does not serve as a sponsor for this training.



Huntsville Housing Authority

RESOLUTION AUTHORIZING THE EXECUTIVE

Act on a Resolution Authorizing the Implementation of the National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Program

RESOLUTION NO. 2025- 19

WHEREAS, the Huntsville Housing Authority (HHA), administers the Housing Choice Voucher (HCV) program under the U.S. Department of Housing and Urban Development's (HUD) authority; and

WHEREAS, HUD measures the performance of public housing authorities to ensure that authorities operate the program as prescribed by statutes and regulations; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority, hereby authorizes the Executive Director/CEO or his designee implement the 2025 NSPIRE-V Administrative Procedures into the Housing Choice Voucher Administrative Plan.

ADOPTED THIS 15th DAY OF SEPTEMBER 2025

SEAL

Larry Lowe, Chairman

Attest:

Antonia McGinnis, CEO

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: September 15, 2025

HHA Staff Representative: Turkessa Coleman Lacey-Deputy Executive Director

Department: Development

Board of Commissioners' Meeting (Date): September 15, 2025 at 12:00 p.m.

Board Agenda Item(s):

1. ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO AMEND THE 2024–2028 CAPITAL FUND PROGRAM (CFP) AND 2024 ANNUAL ACTION PLAN TO INCLUDE SECURITY STORM DOORS AT STONE MANOR.
2. ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT WITH J5 CONTRACTING, LLC FOR STRUCTURAL REPAIRS—2818 A-B TURF AVENUE.

Approved by: Antonio McGinnis / 9/15/2025
 Antonio McGinnis, Sr. Date
 Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Larry Lowe, Chairman Date: 09/15/2025

HHA Board Committee Member: Chandra Crutcher, Vice Chairman Date: 09/15/2025

HHA Staff Member: Turkessa Coleman-Lacey Date: 09/15/2025

**HUNTSVILLE HOUSING AUTHORITY (HHA)
REQUEST FOR BOARD ACTION**

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO
AMEND THE 2024–2028 CAPITAL FUND PROGRAM (CFP) AND 2024 ANNUAL ACTION PLAN TO
INCLUDE SECURITY STORM DOORS AT STONE MANOR**

September 15, 2025

BACKGROUND

The Huntsville Housing Authority (HHA) has identified the need for security storm doors at Stone Manor to improve resident safety, enhance property security, and support long-term asset preservation. Funding for this project will be allocated through an amendment to the 2024–2028 CFP and the 2024 Annual Action Plan.

PURPOSE/OBJECTIVE

The purpose of this request is to seek Board approval to amend the HHA's 2024-2028 5-Year CFP and the 2024 Annual Action Plan to allocate funds specifically for security storm doors at Stone Manor.

JUSTIFICATION/DESCRIPTION

In accordance with HUD regulations 24 CFR 903.7 (r) and 24 CFR 905.3, HHA has defined the criteria for a "Signification/Substantial Amendment as "Substantial changes to funding, demolition, disposition, designated housing, homeownership, or conversion activities identified in the HUD approval Annual or 5-Year Plan".

ATTACHMENTS

Not applicable.

ALTERNATIVES

Not applicable.

RECOMMENDATION

Approval of the resolution authorizing the Executive Director/CEO/Contracting Officer to amend the 2024–2028 Capital Fund Program and the 2024 Annual Action Plan to include the installation of security storm doors at Stone Manor and the execution of the certifications of compliance with the related regulations including the required civil rights certifications for submission to the U.S. Department of Housing and Urban Development.

Antonio McGinnis

Antonio McGinnis
Executive Director/CEO

9/15/2025

Date

Turkessa Coleman-Lacey

Turkessa Coleman Lacey,
Deputy Executive Director

9/15/2025

Date

HUNTSVILLE HOUSING AUTHORITY (HHA)

ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO AMEND THE 2024–2028 CAPITAL FUND PROGRAM (CFP) AND 2024 ANNUAL ACTION PLAN TO INCLUDE SECURITY STORM DOORS AT STONE MANOR

RESOLUTION NO.: 2025-20

WHEREAS, the Huntsville Housing Authority (HHA) has received funding under the U.S. Department of Housing and Urban Development (HUD) Capital Fund Program for Fiscal Years 2024–2028; and

WHEREAS, the installation of security storm doors at Stone Manor has been identified as a necessary improvement to enhance the safety, security, and quality of life for residents; and

WHEREAS, HHA seeks to amend its CFP 2024-2028 5-Year Action Plan and 2024 Annual Action Plan in the amount of \$66,369.00 for the installation of security storm doors and associated administrative costs;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is hereby authorized to amend the 2024–2028 Capital Fund Program and the 2024 Annual Action Plan to include the installation of security storm doors at Stone Manor.

ADOPTED THIS 15th DAY OF SEPTEMBER, 2025.

Larry Lowe, Chairman

SEAL

Attest:

Antonio McGinnis, Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY**Board of Commissioners' Meeting
Agenda Item
Control Document****Date:** 9/15/2025**HHA Staff Representative:** Teresa Wade-Chase, Director of Finance/CFO**Department:** Financial Services**Board of Commissioners' Meeting (Date):** September 15, 2025 at 12:00 p.m.**Board Agenda Item(s):**

1. Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Renew the Contract Agreement with Wellstone Inc. (Mental Health of Madison County) to be the Sponsor for the Special Needs Assistance Program Grant.
2. Act on Resolution Approving Quarterly Charge-offs for the Period Ending September 30, 2025.
3. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended July 31, 2025.

Approved by: Antonio McGinnis / 9/15/2025
 Antonio McGinnis, Sr. / Date
 Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Larry Lowe, Chairman Date: 09/15/2025

HHA Board Committee Member: Chanda Crutcher, Vice Chairman Date: 09/15/2025

HHA Staff Member: Teresa Wade-Chase Date: 09/15/2025

Huntsville Housing Authority
REQUEST FOR BOARD ACTION

Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Renew the Contract Agreement with Wellstone Inc. (Mental Health of Madison County) to be the Sponsor for the Special Needs Assistance Program Grant

September 15, 2025

INTRODUCTION

Huntsville Housing Authority (HHA) was granted renewal of the Special Needs Assistance Program Grant in the amount of \$615,231 to be effective August 1, 2025. This grant is to assist at least 45 homeless persons annually who are disabled due to chronic mental illness. HHA is required to enter into a contract with a sponsor to operate the program.

PURPOSE/OBJECTIVE

It is the intent of HHA to enter into an agreement with the Wellstone Inc. (Mental Health Center of Madison County) for them to be the sponsor for this Special Needs Assistance Program Grant.

JUSTIFICATION/DESCRIPTION

Wellstone Inc. (Mental Health Center of Madison County) previously known as the Huntsville-Madison County Mental Health Board; Inc. has been the sponsor for this program for over twenty years.

ECONOMIC IMPACT

The sponsor will collect the resident's portion of the rent and they will pay the entire rent to the rental complex. The sponsor will be reimbursed by HHA from the Special Needs Assistance Program funds after proper paperwork has been supplied to HHA's finance staff and they have verified the information for accuracy.

ALTERNATIVES

None

ATTACHMENTS

Copy of the agreement with Wellstone Inc. (Mental Health Center of Madison County).

RECOMMENDATION

The Executive Director/CEO recommends that the Board of Commissioners approve the agreement with the Wellstone Inc. (Mental Health Center of Madison County).

Antonio McGinnis

Teresa Wade-Chase

Antonio McGinnis
Executive Director/CEO

Teresa Wade-Chase
Director of Finance/CFO

9/15/2025

9/15/2025

Date

Date

ACTION TAKEN: _____

**AGREEMENT BETWEEN HUNTSVILLE HOUSING AUTHORITY AND
WELLSTONE, INC. (MENTAL HEALTH CENTER OF MADISON COUNTY)**

THIS AGREEMENT, entered into this the 1st day of August 2025, by and between Huntsville Housing Authority (hereinafter referred to as the AUTHORITY), and Wellstone, Inc. (Mental Health Center of Madison County), hereinafter referred to as the AGENCY.

WHEREAS, according to the United States Department of Housing and Urban Development (“H.U.D.”), “The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.”

WHEREAS, the AUTHORITY received a renewal grant under the Continuum of Care Special Needs Assistance program from the Office of the U.S. Department of Housing and Urban Development, known as Project No. AL0046L4C032317 and

WHEREAS, the AUTHORITY desires to engage the Agency to render certain services in connection therewith:

NOW, THEREFORE, the parties hereto do mutually agree as follows:

- I. PROJECT DESCRIPTION. The Agency shall provide rental assistance and supportive services under the Special Needs Assistance program, as defined under 24 CFR 582, to at least 45 homeless persons annually who are disabled by chronic mental illness. The AUTHORITY shall provide **\$615,231** in funds to the Agency for the purpose of providing rental assistance for units that are occupied by eligible program participants. Grant funds provided to the Agency shall not exceed the appropriate existing housing fair market rental value under Sec. 8(c)(1) of the United States Housing Act of 1937 in effect at the time the Application was approved by HUD. Rental Assistance shall not exceed the actual costs of rental assistance for program participants. The Agency shall provide for the administration of the program for the term of this agreement.
- II. PROJECT LOCATION. All financial and client records related to the program shall be maintained at the Agency facility located at 4040 South Memorial Parkway, Huntsville, Alabama.
- III. SERVICES TO BE PROVIDED. The Agency shall, in a satisfactory and proper manner, as determined by the Assisted Housing Department of Huntsville Housing Authority perform the following services:
 - A. LEASE AGREEMENT AND INDEMNIFICATION. Upon proof from the Agency of a qualified expense, the AUTHORITY will request funds from the Grant to provide Special Needs Assistance program grant funds to the Agency, which shall be used to provide rental assistance for housing units occupied by eligible program participants. Pursuant to the requirements of the Continuum of Care Program (the “Grant” or the “Program”), the Agency shall enter into a lease agreement with an owner of rental properties. The lease shall be directly between the Agency and the owner of rental properties. Under no circumstances shall the Authority be, or be construed as, a party to any lease agreement or other agreement between the Agency and the owner(s) of rental properties in the Program. The Authority may be mentioned in such lease(s) solely for the purpose of

compliance with requirements of the Continuum of Care Program. However, the Authority may not be a signatory to any lease or other agreement with the owner(s) of rental property subject to the Grant. The Authority is not a beneficiary of the grant funds or of any provision(s) of the lease(s) between the Agency and the owner(s) of rental property receiving funds through the Continuum of Care Grant. The Authority is responsible to H.U.D., alone, for ensuring that any requests for payment or reimbursement by the Agency are made pursuant to the requirements of the Grant and H.U.D., and that any funds disbursed pursuant to the Grant are only paid if the rental properties satisfy the requirements of the Grant and H.U.D., which includes inspections of the properties by the Authority for compliance. The Grant is a reimbursable grant. The Agency must submit its expenses monthly. The Authority will audit Agency's submission to make sure that it meets the requirement of the Grant. After the Authority's audit, the Grant funds will be "drawn down" from HUD using the ELLOC system. Such funds are then disbursed to the Agency within three days of receipt of the Authority's receipt of such funds from H.U.D. The Agency, and any owner of rental property in the Program, agree to defend, indemnify, and hold the Authority, including any agents or employees of the Authority, harmless from: any and all claims, damages, loss, suits, causes, actions, or other proceedings, arising from, involving, caused by, resulting from, or otherwise related to, any and all actions or inactions of the Authority whatsoever (including any actions or inactions any agents or employees of the Authority) involving the Continuum of Care Grant Program. A minimum of 45 units shall be leased by the Agency to provide housing for homeless persons or families who are participants in the Special Needs Assistance program. Funds not used as housing subsidies may also be used to pay for security deposits and damage deposits up to one month's rent. If a unit is vacated before the end of the occupancy agreement, grant funds may continue to be used to assist the unit for the remainder of the month in which it is vacated, plus up to 30 additional days. **The language in this paragraph must be included in any lease made between the Agency and all rental property owners who might receive funds from the Grant. The inclusion of such language in any lease between the Agency and any owner(s) of rental property in the Program is a material term of this Agreement.**

- B. The lease agreement shall also include how the property owner will address the accessibility requirements, reasonable modifications, and accommodation requirements of the Fair Housing Act and of section 504 of the Rehabilitation Act of 1973, as amended.
- C. OCCUPANCY AGREEMENTS/LEASE. The Agency must execute an initial occupancy agreement/lease with each program participant for the term of at least one month, automatically renewable upon expiration, except with prior notice. The agreement/lease shall be between the Agency and the program participant. The program participant shall not enter into a lease agreement with the owner of the rental property. Each occupancy agreement/ lease shall be provided to the AUTHORITY and approved by the AUTHORITY prior to any funds being requested for rental assistance. The occupancy agreement/lease shall also include a provision requiring the participant to take part in the supportive services provided through the program as a condition of continued occupancy. As a condition of participation in the program, each participant must agree to supply the information or documentation necessary to verify the participant's income. Participants must provide the Agency information at any time regarding changes in income or other circumstances that may result in changes to a participant's rental payment. Assistance may be terminated however, if a participant violates conditions of occupancy and all alternatives have been explored. The agreement shall provide written notice and provide

a formal process that recognizes the rights of individuals receiving assistance to due process. The Agency shall provide prompt written notice of the final decision to the participant. If a client is determined to be in non-compliance with the Continuum of Care program, a copy of the notice of final decision, which was given to the client, shall be provided to the AUTHORITY.

- D. PROCEDURES. The Agency shall continue to follow its procedures for managing the rental housing assistance funds. A copy of these guidelines shall be provided to the AUTHORITY on an annual basis or as changes to the procedures occur. At a minimum, such procedures must describe program guidelines, which describe selection criteria, eligibility guidelines, and participation requirements. The Agency shall describe how units will be identified and selected; the process for deciding which unit a participant will occupy; how participants will be placed in, or assisted in finding appropriate housing; how rent calculations will be made and the amount of rental assistance payments determined; and what safeguards will be used to prevent the misuse of funds.

- E. ADMINISTRATION. When the grant amount reserved for rental assistance exceeds the amount that will be needed to pay the actual costs or rental assistance, the Agency may use up to 6% of the grant amount expended to pay the costs of administering the housing assistance. The Agency may contract with another entity approved by the AUTHORITY to administer the housing assistance. Eligible administrative activities are limited to processing rental payments to landlords, examining participant income and family composition, providing housing information and assistance, and receiving new participants into the program. The AUTHORITY shall provide funds for this activity on a reimbursable basis. Additional grant funds over this amount may only be used to assist additional eligible clients.

- F. HOMELESS PARTICIPATION. The Agency shall provide for the consultation and participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy making entity of the Agency to the extent that the Agency considers and makes policies and decisions regarding any housing assisted under this grant. To the maximum extent practicable, the Agency must also involve homeless individuals and families in providing supportive services. An eligible homeless person under this contract is defined as an individual who lacks a fixed, regular, and adequate nighttime residence that is: 1) a supervised temporary shelter, 2) an institution designed for persons intended to be institutionalized, 3) or, a place not intended as regular sleeping accommodations. The homeless person must also have a disability, which includes those persons who are seriously mentally ill, have chronic problems with alcohol, drugs, or both, or have AIDS and related diseases. Records shall be maintained for each client documenting their homeless eligibility as per U.S. Department of HUD, Guidance on Documentation of Participant Eligibility Under Homeless Assistance Programs, dated October 6, 1995.

- G. SUPPORTIVE SERVICES. The Agency shall ensure the provision of supportive services as described in the Application. These services shall be at a minimum: Case management to include needs assessment, crisis intervention, individual therapy as needed, assistance and advocacy in obtaining medical services, and assistance in obtaining household goods, food and clothing.

- H. RENT. The Agency must examine a participant's income initially and annually after admission into the program and make adjustments to a participant rent as necessary. The Agency shall be responsible for making rental payments to the owner. Each participant must pay rent to the Agency in accordance with section 3(a)(1) of the U.S. Housing Act of 1937, which is the highest of: (1) 30 percent of the family's monthly adjusted income; or, (2) 10 percent of the family's monthly income; or, (3) The portion of welfare assistance payments which is specifically designated by the public agency providing the assistance to meet the family's housing costs. Income must be calculated in accordance with 24 CFR 813.106.
- IV. TIME OF PERFORMANCE. The services of the Agency shall be undertaken beginning on **August 1, 2025** and be completed by **July 31, 2026**.
- V. COMPENSATION AND METHOD OF PAYMENT. Requests for funds shall be made monthly or bi-monthly subject to the receipt of a Request for Funds by AUTHORITY from the Agency and supported by certified documentation that the eligible clients have been selected and eligible match requirements have been met. Funds requested for administrative expenses shall be provided on a reimbursable basis. After receipt of funds, the Agency shall make payment of expenses to the vendor(s) indicated in the request for funds within two (2) working days from the date of the deposit of funds by the Agency. It is expressly understood that in no event shall the total compensation to be paid hereunder exceed the maximum sum Six Hundred fifteen Thousand Two Hundred and Thirty-One Dollars (**\$615,231**) for all services required hereunder.

Funds shall be expended as delineated in the budget below:

ACCOUNT NUMBER	COST CATEGORY	AMOUNT
	ACCOUNT NAME	
511	Professional Services	\$615,231.00

Funds provided under this contract shall provide rental assistance payments for units occupied by eligible homeless persons. Up to 6% of the grant funds expended may be used for administrative purposes as defined under Part III. D. of this contract and is included as part of the total Budget amount.

VI. REPORTS, REPORT CONTROL, AND CONTROL INFORMATION.

- A. REPORT CONTROL. Reports related to this project will be maintained by the Agency as a permanent, separate, identifiable file subject to periodic audits by the AUTHORITY, the Department of Housing and Urban Development, the Comptroller General, or any of their duly authorized representatives.
- B. AGENCY MONTHLY REPORTS. A written monthly report reflecting Agency operations shall be submitted by the Agency to the AUTHORITY no later than the fifth calendar day of each month.
- C. FORMS. All forms will be provided by the AUTHORITY.
- D. REPORTS CONTROL PERSONNEL. Upon execution of this contract, the Agency shall designate those members of the Agency staff who will be totally responsible to the AUTHORITY for Agency reports. All Agency contact regarding matters of reporting under this contract will be directed to the attention of the designated individuals.
- E. PENALTY FOR REPORT DEFICIENCIES AND DELINQUENCIES. The AUTHORITY will inventory and examine Agency reports prior to each request for funds, being especially mindful to report completeness. Release of all funds under this contract is contingent upon satisfactory Agency reporting under the terms of this contract. The AUTHORITY shall respond to any report deficiency or delinquency with a letter citing the applicable report deficiency or delinquency.

F. GENERAL REPORT PROVISIONS.

1. Data requirements, reporting format, and submission times will be specified by the AUTHORITY for all reporting.
2. From time to time, as the AUTHORITY may determine, data in addition to that specifically required of the Agency in support of planning and/or evaluation.
3. The AUTHORITY will make the final determination regarding delinquent or deficient reports, and generally, regarding any matter of report provisions where interpretation may be required.
4. No exception will be made to any part of these report provisions unless the exception is made in writing by the AUTHORITY.
5. Non-compliance with these provisions regarding reporting will be considered sufficient cause for termination of this contract.

VII. ITEM(S) OF UNDERSTANDING.

- A. PERSONNEL POLICY. It is mutually understood that policies governing personnel shall be nondiscriminatory.
- B. FEDERAL FUNDS. It is mutually understood by the parties hereto that the funds provided hereunder are federal funds provided under the Continuum of Care Agreement awarded to Huntsville Housing Authority by the United States Department of Housing and Urban Development. This Agreement is subject to all certifications and assurances and any information or documentation required by HUD of Huntsville Housing Authority in order to meet grant award conditions. The Grant Application is incorporated herein as part of this Agreement; however, in the event of any conflict between the Grant Application and any provision contained herein, this Agreement shall control.
- C. FEDERAL GUIDELINES. This Agreement incorporates by reference all guidelines, certifications and program requirements as defined under 24 CFR Part 578 and the Executed Continuum of Care Agreement for the Shelter Care Plus Expansion 2021 Project Number: AL046L4C032215, City of Huntsville, Alabama.
- D. MONITORING. The AUTHORITY shall monitor the records of the Agency related to this contract at least annually. Written notification will be provided to the Agency prior to monitoring visits.
- E. INSPECTION OF UNITS. All units, which have been rented by the Agency, shall be inspected by Huntsville Housing Authority, Assisted Housing Department and certified as having met the requirements of the Housing Quality Standards and any other codes, which may be applicable. The AUTHORITY shall not release any funds for a client's rental assistance prior to the inspection and certification of a unit.

A unit shall be inspected by the Assisted Housing Department upon its initial occupancy and on an annual basis. The Agency shall be responsible for requesting these inspections.

- VIII. MATCH REQUIREMENTS. The Agency shall match the 25% of the total awarded amount for the Grant # AL046L4C032417.
- IX. CONFLICT OF INTEREST. The Agency shall maintain a code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the awarding and administration of contracts using Federal funds. No employee, officer or agent shall participate in the selection, award or administration of a contract in which Federal funds are used, where, to his knowledge, he or his immediate family or partner has a financial interest or with whom he is negotiating or has any arrangement concerning prospective employment. The Agency's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. Such standards shall provide for disciplinary actions to be applied for violations of such standards by the Agency's officers, employees or agents.
- X. FINANCIAL MANAGEMENT STANDARDS. The Agency's financial management systems shall provide for:
- A. Accurate, current and complete disclosure of the financial results of each federally sponsored project or program in accordance with the reporting requirements. When a Federal-sponsoring agency requires reporting on an accrual basis, the recipient shall not be required to establish an accrual accounting system but shall develop such accrual data for its reports on the basis of an analysis of the documentation on hand.
 - B. Records that identify adequately the source and application of funds for federally sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income.
 - C. Effective control over and accountability for all funds, property and other assets. Recipients shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
 - D. Comparison of actual outlays with budget amounts for each grant or other agreement. Whenever appropriate or required by Federal sponsoring agency, financial information should be related to performance and unit cost data.
 - E. Procedures to minimize the time elapsing between the transfer of funds from the AUTHORITY and the disbursement by the Agency within two (2) working days.
 - F. Procedures for determining the reasonableness, allowability and allocability of costs in accordance with the provisions of the applicable Federal cost principles and the terms of the grant or other agreement.
 - G. Accounting records that are supported by source documentation.

- H. Examinations in the form of audits or internal audits. Such audits shall be made by qualified individuals who are sufficiently independent of those who authorize the expenditure of Federal funds, to produce unbiased opinions, conclusions or judgments. They shall meet the independence criteria along the lines of Chapter 3, Part 3 of the U.S. General Accounting Office publication, Standards for Audit of Governmental Organizations, Programs, Activities and Functions. These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the agreements.
- XI. ACCOUNTING PROCEDURES AND REPORTS. The Agency shall arrange for an audit of this program by a certified public accountant, to be made in accordance with OMB Circular A-133 during its next regular auditing cycle (to include the period covered by this contract). Three copies of this Audit Report must be submitted to AUTHORITY upon issuance by the Independent Auditor. The Agency agrees to keep proper books of record and account in which full, true and correct entries in accordance with generally accepted accounting principles consistently applied will be made of all dealings or transactions in relation to grant activities.
- XII. TERMS AND CONDITIONS. This Agreement is subject to and incorporates the provisions of Part II, "Terms and Conditions" which form a part of this contract.
- XIII. NONRECOURSE. In addition to the provision for indemnification found in paragraph II.A. above, the Agency shall indemnify, defend, protect and hold the AUTHORITY harmless from and against any and all loss, damage, liability, action, cause of action, cost or expense (including, without limitation, reasonable attorney's fees and expenses) incurred by the AUTHORITY as a result of any breach, fraud, or material misrepresentation made under, or in connection with, this Agreement.

IN WITNESS THEREOF, the parties have caused this instrument to be executed by their duly authorized representative on the date shown herein.

**WELLSTONE, INC. (MENTAL HEALTH
CENTER OF MADISON COUNTY)**

HUNTSVILLE HOUSING AUTHORITY

By: _____
Jeremy Blair
Executive Director/CEO

By: _____
Antonio McGinnis, Sr.
Executive Director/CEO

Date: _____

Date: _____

Huntsville Housing Authority

ACT ON RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO RENEW THE CONTRACT AGREEMENT WITH WELLSTONE INC. (MENTAL HEALTH OF MADISON COUNTY) TO BE THE SPONSOR FOR THE SPECIAL NEEDS ASSISTANCE PROGRAM GRANT

RESOLUTION NO. 2025-21

WHEREAS, the Huntsville Housing Authority has been granted renewal of the Special Needs Assistance Program Grant Special Needs Assistance Program Grant effective August 1, 2025; and

WHEREAS, the Huntsville Housing Authority is required to enter into a contract with a sponsor to operate the Special Needs Assistance Program Grant;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huntsville Housing Authority, hereby authorizes the Executive Director/CEO/Contracting Officer to enter into an agreement with the Wellstone Inc. (Mental Health Center of Madison County).

ADOPTED THIS 15th of September 2025

Larry Lowe, Chairman

Attest:

Antonio McGinnis, Sr., Executive Director/CEO

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Act on a Resolution Authorizing Quarterly Charge-Offs for Period Ending September 30, 2025

September 15, 2025

INTRODUCTION

The Huntsville Housing Authority (HHA) has on its books \$28,546.70 owed by former residents who vacated June 1, 2025 through August 31, 2025.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval to charge-off twenty former residents accounts that total \$28,546.70 as collection losses for the quarter ending September 30, 2025. The twenty-four vacated former resident accounts consist of eighteen accounts for non-payment of rent, four nursing home placements and two deceased residents. The eighteen evicted accounts consist of nine accounts for non-payment of rent, five accounts for criminal activity and four accounts for non-payment of rent and maintenance charges.

JUSTIFICATION/DESCRIPTION

This action is necessary to remove uncollectible accounts from HHA's books.

ECONOMIC IMPACT

The economic impact is an expense in the amount of \$28,546.70; however, this amount is subject to partial recovery through the collection process. The breakdown of the charge-offs is as follows:

Rent	\$ 21,847.50
Maintenance Charges	\$ 876.30
Court Cost	\$ 4,567.90
Late Charges	\$ 1,365.00
Retroactive Rent	\$ 0.00
Utility Charge	\$ 0.00
Bulk Cable	\$ 0.00

ALTERNATIVES

Not Applicable.

ATTACHMENTS

Quarterly Charge-Offs

RECOMMENDATION

The Executive Director/CEO recommends that the aforesaid accounts in the amount of \$28,546.70 be charged off as collection losses on the books of Huntsville Housing Authority.

Antonio McGinnis

Teresa Wade-Chase

Antonio McGinnis
Executive Director/CEO

Teresa Wade-Chase
Director of Finance/CFO

9/15/2025

9/15/2025

Date

Date

ACTION TAKEN: _____

Uncollectible Accounts
For the Quarter Ending September 30, 2025
FYE Dec 31, 2025

Project	Rent	Maintenance Charges	Court Costs	Late Charges	Retroactive Rent	Returned Check	Utility Charge	Bulk Cable	Gross Balance	Number Accounts
002 Butler Terrace	1,863.00	176.70	810.50	75.00	-	-	-	-	2,925.20	6
006 Northwoods	8,634.40	355.00	946.00	500.00	-	-	-	-	10,435.40	14
008 Johnson Towers	180.00	-	-	25.00	-	-	-	-	205.00	1
010 Searcy Homes	627.00	-	628.00	125.00	-	-	-	-	1,380.00	2
011 Todd Towers	2,230.00	-	-	125.00	-	-	-	-	2,355.00	5
014 L. R. Patton Apartments	332.10	-	652.00	100.00	-	-	-	-	1,084.10	5
016 Scattered Sites	928.00	-	314.00	75.00	-	-	-	-	1,317.00	2
019 Stone Manor	1,274.00	-	-	75.00	-	-	-	-	1,349.00	1
051 Brookside	-	-	-	-	-	-	-	-	-	0
052 Lincoln Park	5,779.00	344.60	1,107.40	265.00	-	-	-	-	7,496.00	6
9/30/2025 Quarterly Total	21,847.50	876.30	4,457.90	1,365.00	-	-	-	-	28,546.70	42
6/30/2025 Quarterly Total	8,882.00	888.96	603.00	725.00	7,154.00	-	-	-	18,252.96	20
9/30/2025 YTD TOTAL	30,729.50	1,765.26	5,060.90	2,090.00	7,154.00	-	-	-	46,799.66	62
9/30/2024 Total	28,887.10	1,070.60	3,568.00	1,375.00	-	-	-	54.00	34,954.70	34
6/30/2024 Total	6,416.80	285.00	314.00	425.00	-	-	-	36.00	7,476.80	16
	35,303.90	1,355.60	3,882.00	1,800.00	-	-	-	90.00	42,431.50	50

Other Comparative Data

	Chg Off 09/01/21	Chg Off 06/30/21				
	Vacated	Vacated				
	6/1/2025	4/1/2025		09/30/25	09/30/24	09/30/25
	thru	thru		YTD	YTD	Monthly
	8/31/2025	5/31/2025		Total	Total	Average
Charge Offs	28,546.70	18,252.96		46,799.66	42,431.50	9,359.93
Rent Roll	882,311.00	583,191.00		1,465,502.00	1,453,841.00	293,100.40
	3.24%	3.13%		3.19%	2.92%	3.19%
	JUNE-AUG	APRIL-MAY				
Collections 2025	13,945.26	6,223.73				

HUNTSVILLE HOUSING AUTHORITY

ACT ON A RESOLUTION AUTHORIZING QUARTERLY CHARGE-OFFS FOR THE PERIOD ENDING SEPTEMBER 30, 2025

RESOLUTION NO. 2025-22

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments owned and operated by HHA for the period ending September 30, 2025 in the amount of \$28,546.70

Rent	\$ 21,847.50
Maintenance Charges	\$ 876.30
Court Cost	\$ 4,457.90
Late Charges	\$ 1,365.00
Retroactive Rent	\$ 0.00
Utility Charge	\$ 0.00
Bulk Cable	\$ 0.00

AND, WHEREAS, HHA has made and is making reasonable effort to collect said balances.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of \$28,546.70.

ADOPTED THIS 15th DAY OF September 2025

SEAL

Larry Lowe, Chairman

Attest:

Antonio McGinnis, Sr., Executive Director/CEO

Huntsville Housing Authority
Combined Public Housing, COCC and BAF
July 31, 2025

	Actual YTD	Budget YTD	Budget Variance Favorable (Unfavorable)	Variance Percentage	
Revenue					
Tenant Rental Revenue	2,015,777.30	2,022,850.67	(7,073.37)	-0.35%	
Other Tenant Charges	36,514.00	40,002.08	(3,488.08)	-8.72%	
Operating Subsidy	3,798,237.00	3,562,181.67	236,055.33	6.63%	
HUD PHA Operating Grant-CFP	1,305,985.22	1,789,338.45	(483,353.23)	-27.01%	(1)
Interest Income	151,810.21	78,625.02	73,185.19	93.08%	(2)
Investment Income Restricted	0.00	0.00	0.00	0.00%	
Section 8 Rental Income	7,000.00	7,000.00	0.00	0.00%	
Management Fees - Public Housing	593,423.28	591,908.44	1,514.84	0.26%	
Bookkeeping Fees - PH & HCV	168,727.50	153,804.00	14,923.50	9.70%	
Asset Management Fees - PH	96,530.00	96,530.00	0.00	0.00%	
Service Fee Revenue	371,521.29	365,511.50	6,009.79	1.64%	
Management Fees - Capital Fund	244,779.87	374,294.29	(129,514.42)	-34.60%	(1)
Management Fees - Section 8	158,940.00	153,804.00	5,136.00	3.34%	
Management Fees - 360 Properties	25,784.20	30,145.57	(4,361.37)	-14.47%	
Other Income	303,474.68	50,716.27	252,758.41	498.38%	(3)
Gain On Disposition of Fixed Assets	1,227.78	0.00	1,227.78	0.00%	
Inter-AMP Transfer In	0.00	0.00	0.00	0.00%	
	0.00	0.00	0.00	0.00%	
Total Revenue	9,279,732.33	9,316,711.97	(36,979.64)	-0.40%	
Expenses:					
Administration:					
Administrative Salaries	1,417,378.06	1,453,564.68	36,186.62	2.49%	
Compensated Absences	0.00	24,049.67	24,049.67	100.00%	
Employee Benefits - Administrative	440,355.92	458,861.21	18,505.29	4.03%	
Audit Fees	2,100.00	0.00	(2,100.00)	0.00%	
Management Fees	593,423.28	591,908.45	(1,514.83)	-0.26%	
Bookkeeping Fees	69,390.00	70,949.55	1,559.55	2.20%	
Advertising and Marketing	1,285.94	3,616.29	2,330.35	64.44%	
Office Expense	364,287.67	367,457.51	3,169.84	0.86%	
Legal	130,987.10	133,468.64	2,481.54	1.86%	
Training and Travel	65,956.68	54,938.62	(11,018.06)	-20.06%	
Other Administrative Costs	47,780.45	76,572.41	28,791.96	37.60%	
Total Administration	3,132,945.10	3,235,387.02	102,441.92	3.17%	(4)
Asset Management Fee	96,530.00	97,300.00	770.00	0.79%	
Tenant Services:					
Salaries	75,543.02	104,773.49	29,230.47	27.90%	
Relocation	11,305.00	0.00	(11,305.00)	0.00%	
Employee Benefits - Tenant Services	30,115.13	40,185.89	10,070.76	25.06%	
Other/Funding/Travel and Training	13,375.24	23,698.70	10,323.46	43.56%	
Total Tenant Services	130,338.39	168,658.08	38,319.69	22.72%	(5)

**Huntsville Housing Authority
Combined Public Housing, COCC and BAF
July 31, 2025**

	Actual YTD	Budget YTD	Budget Variance Favorable (Unfavorable)	Variance Percentage	
Utilities:					
Other Utilities	96,293.54	91,950.85	(4,342.69)	-4.72%	
Water	236,494.92	263,340.91	26,845.99	10.19%	
Electric	254,696.20	196,801.88	(57,894.32)	-29.42%	
Gas	31,674.57	23,315.71	(8,358.86)	-35.85%	
Sewage	252,368.90	316,668.30	64,299.40	20.30%	
Total Utilities	871,528.13	892,077.65	20,549.52	2.30%	(6)
Maintenance:					
Labor - Maintenance	1,165,240.93	1,239,789.88	74,548.95	6.01%	
Employee Benefits - Maintenance	379,545.32	438,728.38	59,183.06	13.49%	
Materials	1,015,256.58	1,122,024.37	106,767.79	9.52%	
Contract Costs	686,646.36	673,712.28	(12,934.08)	-1.92%	
Total Maintenance	3,246,689.19	3,474,254.92	227,565.73	27.10%	
Protective Services:					
Protective Services Contract Costs	335,670.78	350,198.74	14,527.96	4.15%	
Total Protective Services	335,670.78	350,198.74	14,527.96	4.15%	
General Expenses:					
Insurance	707,935.16	693,336.93	(14,598.23)	-2.11%	
Other General Expenses	108,680.00	104,446.56	(4,233.44)	-4.05%	
Payment In Lieu of Taxes	0.00	104,755.87	104,755.87	100.00%	
Total General Expenses	816,615.16	902,539.36	85,924.20	93.84%	
Other:					
Collection Loss (Bad Debt Expense)	56,102.70	72,902.79	16,800.09	23.04%	
Extraordinary Maintenance	0.00	0.00	0.00	0.00%	
Extraordinary Items	0.00	0.00	0.00	0.00%	
Casualty Loss	27,556.00	14,583.33	(12,972.67)	-88.96%	(7)
Transfer to Section 8 (COCC/BAF)	0.00	0.00	0.00	0.00%	
Inter AMP Transfer Out	0.00	105,000.00	105,000.00	100.00%	
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00%	
Total Other	83,658.70	192,486.12	(108,827.47)	-56.54%	
Total Expenses	8,713,975.45	9,312,901.88	598,926.43	6.43%	
Net Income/Loss	565,756.88	3,810.09	561,946.79	0.00%	
Capital Assets Addition	688,463.82	479,966.67	(208,497.15)	-43.44%	(8)
Increase/Decrease in Unrestricted Net Position	(122,706.94)	(476,156.58)	353,449.64	0.00%	

Huntsville Housing Authority Explanations for July 31, 2025

- (1) **HUD PHA Operating Grant and Management Fees- Capital Fund 2024** – The HUD PHA Operating Grant – CFP of \$1,389,036 and Management Fees of \$555,614 the funds were received in June 2025. The CYE Budget was based on drawing funds from Capital Fund 2024 and Capital Fund 2025. The Capital Fund 2025 Operations funds are not expected to be available for drawdown in 2025.
- (2) **Interest Income-** The Certificate Deposits matured in June 2025. The interest received was \$113,039.
- (3) **Other Income** – The favorable Other Income variance is due to the receipt of Stoneridge Villas Developer Fee Earned Income of \$240,031 and prior year insurance settlement amount of \$9,824.
- (4) **Total Administration Expenses** – Overall the actual expenses for these line items are lower than the budget cost. The favorable variance is offset by actual travel expenses, audit fees, and management fees. The Total Administration Expenses are expected to be line with the budget.
- (5) **Total Tenant Services** –The Ross Grant and FSS Staff personnel have been allocated to their respective grants for January 2025- July 2025. The allocation of FSS Salaries and Benefits to public housing is estimated to begin in August 2025. The line item should be in line with the budget. The overall favorable variance is offset by relocation expenses that were not anticipated during budget preparation.
- (6) **Electric and Gas-** The unfavorable variance is due to actual utilization cost being higher than the twelve-month average budget allocation. The future budget revision will reflect an update in cost incurred.
- (7) **Casualty Loss** – The Casualty Loss Budget was \$25,000.00 for one unit. The insurance claim has been settled. The repair at this unit incurred an additional expense of \$2,556 due to a change order not covered by the insurance claim reimbursement. The budget revision will reflect actual cost incurred for CY 2025.
- (8) **Capital Assets Addition-** The Johnson Towers Elevator Repair has been completed. Capital Asset Additions are expected to inline with the CY 2025 Budget.

The YTD Decrease in Unrestricted Net Position of \$122,706.94 is line with the YTD budgeted loss. YTD Total Expenses are currently trending under budget.